LEVY COUNTY
FLORIDA

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
310 SCHOOL STREET
BRONSON, FL 32621

RFQ_2026_01 - Continuing Professional Engineering Services

Release Project Date	September 9, 2026
Question Submission Deadline	September 23, 2026, 10:00am
Question Response Deadline	September 28, 2026, 2:00pm
Final Addenda Posted	October 5, 2026, 4:00pm
Response Submission Deadline	October 12, 2026, 9:00am
Proposal Opening	October 12, 2026, 10:00am
Professional Service Committee Meeting - to review and rank proposals (Non-Mandatory)	October 19, 2026, 10:00am 318 Mongo Street, Room C, Bronson, FL 32621
County Commission Meeting - Authorize staff to negotiate with top firm(s) in ranked order & authorize Chair to sign the Contract (Non-Mandatory)	November 3, 2026, 9:00am 310 School Street, Bronson, FL 32621

SUBMITTAL OF RESPONSE: Levy County only accepts electronic submittals through OpenGov Procurement at https://procurement.opengov.com/portal/levycounty/projects/298218. To submit a bid in response to this

solicitation, the bidder must be registered with OpenGov. For questions relating to this procurement process, contact Lisa Makar, Executive Coordinator at makar-lisa@levycounty.org

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A - Contract Exception Form

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1. ADVERTISEMENT

Update the E-Bid Opening Date and Time, Remove the Highlights and Save.

BOARD OF COUNTY COMMISSIONERS

LEVY COUNTY, FLORIDA

REQUEST FOR QUALIFICATIONS

RFQ_2026_01 – Continuing Professional Engineering Services

Notice is hereby given that Levy County, Florida will be receiving sealed proposals via OpenGov Procurement at https://procurement.opengov.com/portal/levycounty/projects/298218, for the following:

The County is soliciting sealed proposals from qualified professional firms or consultants to provide services of multiple consultants with the capability to provide a variety of professional services.

BID OPENING AT THE LEVY COUNTY GOVERNMENT CENTER

318 MONGO ST, ROOM C

BRONSON, FL 32621

BID DUE DATE: Monday, October 12, 2026 - 9:00 am

E-BID OPENING DATE: 10/12/2026 – 10:00 AM

2. PROJECT REQUIREMENTS

2.1. RFQ TIMELINE

The County reserves the right to revise this timeline by issuance of written addenda to this RFQ. Proposer must adhere to the published timeline, as revised from time to time.

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2.2. BACKGROUND

Levy County is a local government entity governed by a Board of County Commissioners (the "Board" or "BOCC") and administered by a County Manager. The County is approximately 1,413 square miles in size and has a population of approximately 46,000 (that includes 7 municipalities). The unincorporated area is largely rural with approximately 92.8% of the County's Future Land Use being comprised of Natural Resources and Conservation (18%), Forestry/Rural Residential (42.4%) and Agricultural/Rural Residential (32.4%).

2.3. PROPOSAL FORMAT/CONTENTS

Proposals should be no more than 50 pages in length and numbered sequentially. In determining the overall quality and completeness of a proposal, document presentation, organization, and format will be considered. Proposals must be organized in the following format. If any criterion is not applicable, or if the proposer has no information to provide in response to that criterion, the proposer shall so indicate.

Part 1 - Cover Page and Introductory Letter: Respondent shall complete the Cover Page, and include a separate introductory letter which must provide the following:

- Full legal company name and company type (i.e. Corporation, Partnership, Joint Venture, etc.);
- Physical and mailing address (if different) and include any other location(s) which may perform portion(s) of the work;

- Primary company point-of-contact information (name, phone, and email), and any secondary or supplemental point(s) of contact information;
- Names and titles of principals, partners or owners as applicable;
- Brief statement of company history (date of establishment, number of years in business, number of employees, etc.);
- Brief description of business philosophy; and
- Brief statement regarding the Respondent's interest in this project.
- Statement in descending order the abilities for the disciplines contained in the list of professional services.

Part 2 - Company, Staff & Team Qualifications (Total Possible Points 35): Respondent shall provide documentation to fully demonstrate the qualification, education, and abilities of the Respondent, its personnel and members of Respondent's proposed team, including subconsultants and subcontractors. The information must include, but is not limited to: licensure, certification, education and abilities of the firm(s) and personnel who may perform work if selected.

Respondents shall provide the following information to fully demonstrate the Company, Staff and Team Qualifications:

A. **Qualification Certification** – Complete and submit the Qualification Certification provided in the Vendor Questionnaire section of this solicitation.

B. **Claims, Liens, Litigation History** – Complete and submit required information on all claims, liens, and litigation history for the past seven (7) years provided in the Vendor Questionnaire section of this solicitation.

C. **Insurance Coverages** – Certificate of insurability

D. **Key Personnel** – Submit information to identify the Key Personnel proposed for this project and demonstrate the qualifications, experience and capabilities of the individuals identified as Key Personnel.

Part 3 - Related Experience and Past Record (Total Possible Points 35): Respondent shall submit a written narrative describing its past record, including at least four (4) projects of a similar nature completed within the past five (5) years. The narrative shall include a project description, location, construction value, length of time from design through completion of construction, key personnel, and a client reference with contact information (name, phone number, and email address).

Description of respondents experience in dealing with local permitting and regulatory agencies, and administering any grants.

The County reserves the right to contact any or all of the entities provided to verify performance information related to the projects submitted for consideration of Related Experience.

Part 4 - DBE/SBE/MBE/WBE Certification (Total Possible Points 5): Respondent shall provide documentation of a current DBE/MBE/WBE/SBE Certification (if applicable). This tab has an evaluation value of five (5) points. Respondents will receive the maximum score of five (5) points if they provide a current DBE/MBE/WBE/SBE certification, a score of zero (0) points if they do not have any certification(s), and a score of two and one half (2.5) points for subconsultants and/or subcontractor's DBE/SBE/MBE/WBE Certification.

MBE/WBE Certificates must be issued by the State of Florida Office of Supplier Diversity, under the Department of Management Services.

DBE/SBE Certificates must be issued by the Florida Department of Transportation, Office of Equal Opportunity, or a joint program accepted by FDOT Office of Equal Opportunity.

Part 5 - Approach to Services (Total Possible Points 25): Respondent shall provide a written narrative demonstrating the intended approach to performing the required services. Respondent shall provide a detailed description of their quality control methods, coordination of subconsultants and/or subcontractors, ability to meet schedules in a timely manner, and methodology to be employed specifically illustrating how the methodology will serve to accomplish the required services herein. Additionally, the respondent shall describe their familiarity with the County and the local area.

2.4. REVIEW OF PROPOSALS; SELECTION PROCESS

The County will evaluate each complete proposal received based on capabilities, adequacy of personnel, past record, experience, whether the proposer is a certified minority business enterprise and other factors determined by the County to be applicable to the particular requirements of the Services**.** The County reserves the right to reject any response, or any part of a response, reject all responses, to waive any irregularities in any responses, and to award the Contract(s) as deemed to be in the best interest of the County. The Board shall be the final judge of the merits of any award and its decision(s) shall be final**.**

The following selection process will be followed for this RFQ:

First, the proposals will be publicly opened at the date/time/place specified in this RFQ and the name of each proposer will be announced at that meeting.

Second, the Professional Services Committee will hold a public meeting to discuss and score the proposals (based on the weighted criteria in "Proposal Format/Criteria" above.) The Professional Services Committee may hold a closed meeting to conduct interviews (if they determine interviews necessary) by phone or virtual means, such as Teams, Zoom, or Go to Meeting.

Third, the Professional Services Committee will present its ranking to the Board of County Commissioners, who, if satisfied, will direct the County Manager (or designee) to negotiate with the proposers in ranked order, and authorize the Chair to sign the Agreement (in the Form contained in the ATTACHMENTS section of this RFQ), subject to approval by the County Attorney as to form and legal sufficiency.

Note: In the event that the top ranked proposer does not execute an Agreement, the County reserves the right to negotiate with the next highest ranked proposer, and so on, until an Agreement is executed or until the County elects to end the RFQ process.

Note regarding Public Meetings and Public Records: In accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed proposals, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the County provides notice of an intended decision or until 30 days after opening the proposals, proposals, or final replies, whichever is earlier.

In addition, in accordance with Section 286.0113(2), Florida Statutes, any portion of a meeting at which a proposer makes an oral presentation, answers questions, or engages in negotiations as part of a competitive solicitation is exempt from the public meeting requirements in Section 286.011, Florida Statues and S. 24(b), Article I of the Florida Constitution; but will be recorded and made available as required by State law.

2.5. Minimum Qualifications

The following are minimum qualifications that respondents must meet in order to be considered responsible to perform the services described in this RFQ. Respondents must submit sufficient documentation to clearly demonstrate that the respondent meets or exceeds the minimum qualifications.

A. Must be legally authorized to conduct business in the State of Florida;

B. Have successfully completed services similar to those specified in the Scope of Work for at least one governmental entity within the State of Florida;

C. Must demonstrate at least three (3) years of documented, successful experience with and current knowledge for each of the engineering or design discipline described in the Scope of Work section that the Consultant indicates it is able to provide. Consultants are not required to have expertise in all of the disciplines under the Scope of Work.

D. Must be an individual, firm, partnership, corporation, or other legal entity permitted by law to practice architecture, interior design or landscape architecture under Chapter 481, F.S.: engineering under Chapter 471, Florida Statues; and/or land surveying and mapping under Chapter 472, Florida Statues.

Failure by any respondent to sufficiently demonstrate material compliance with these minimum qualifications shall result in the respondent being deemed non-responsible and removed from further consideration.

2.6. Agreement Term/Cancellation

The initial term for any agreement entered into between the County and a Consultant shall commence upon final approval of the agreement by the Board of County Commissioners and shall be for a three (3) year term. The County reserves the right to extend the original agreement for up to two (2) additional one (1) year terms or one (1) two (2) year term for a cumulative total of five (5) years. The County Manager is authorized to execute any extension on behalf of the County. The County will notify the Consultant of its intent to extend the original agreement for an additional term prior to the expiration of the then-applicable term. The County shall have the right to unilaterally cancel, terminate or suspend any agreement entered into as a result of this RFQ and proposals submitted thereto, in whole or in part, by providing the Consultant thirty (30) days' written notice by certified mail of such termination.

3. INSURANCE REQUIREMENTS

The (Contractor/Vendor) shall furnish Levy County (County) with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the County before the commencement of any work activities.

3.1. WORKER'S COMPENSATION

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of $1,000,000 each accident, $1,000,000 each employee, $1,000,000 policy limit for disease.

3.2. COMMERCIAL GENERAL LIABILITY - OCCURRENCE FORM REQUIRED

Vendor shall maintain commercial general liability (CGL) insurance with a limit of not less than $1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of $3,000,000. Products and completed operations aggregate shall be $3,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Damage to rented premises shall be included at $100,000.

3.3. COMMERCIAL AUTOMOBILE LIABILITY INSURANCE

Vendor shall maintain automobile liability insurance with a limit of not less than $1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.

3.4. PROFESSIONAL LIABILITY INSURANCE

Coverage of a minimum one million dollars ($1,000,000) in coverage for this project.

3.5. PUBLIC LIABILITY INSURANCE

Policy must include bodily injury and property damage, Combined Single Limits (CSL) of $300,000 minimum.

4. SCOPE OF WORK

4.1. Scope of Work

The County is seeking to identify and contract with firms with substantial experience and capabilities to perform professional services on a continuing basis in one or more of the following disciplines:

A. Roadway and Bridge Design

B. Storm Water and Floodplain Management

C. Project Planning and Management

D. Survey Services

E. Construction Engineering and Inspection (CEI)

F. Environmental Engineering

G. Civil Engineering

H. Electrical Engineering (including energy management)

I. Geological Surveying and Engineering

J. Mechanical Engineering

K. Site Planning and Design

L. Design of Parks and Recreational Facilities

M. Traffic Planning

N. Permitting (Local, State, and Federal)

O. Funding Assistance

P. Architectural Design

Q. Interior Design

R. Landscape Architecture

S. Sustainability Services (Design/Engineering for “Green” and Sustainable Projects)

The County would like to obtain the services of multiple consultants with the capability to provide a variety of professional services. Depending on the proposals received by the County, contracts may be issued for general professional services and/or for specific areas of expertise. Firms must have the ability to perform in one or more of the disciplines. Firms will only be eligible for Task Assignments requiring the disciplines which the Consultants seek to be qualified under this RFQ. Consultants are not required to have expertise in all of the disciplines of the professional services.

A. Task Assignments issued under Contracts awarded pursuant to the RFQ are limited to projects in which the estimated construction cost for each individual project does not exceed $7,725,000 or for a study activity if the fee for professional services for each individual study under the Contract does not exceed $500,000. The not to exceed amounts for estimated construction costs for an individual project or study activity will be increased or decreased throughout the term of a contract if such not to exceed amounts for continuing contracts are

increased or decreased by Section 287.055(2)(g), Florida Statutes as the same may be amended. Work that exceeds these monetary caps will be solicited through a Request for Proposal (RFP) or Request for Qualifications (RFQ) or other solicitation process pursuant to the provisions of CCNA. The County reserves the right to issue a separate solicitation for any professional services it requires at its discretion, whether or not a Task Assignment could be awarded for such services pursuant to this RFQ. The award of a Contract as a result of this RFQ does not guarantee that any quantity or dollar amount of Task Assignments will be given to a Consultant or guarantee that any particular Task Assignment or type of Task Assignment will be given to a Consultant.

B. The County and each Consultant will enter into a contract for the types of professional services awarded to the Consultant. Task Assignments will be issued to Consultants on an as-needed basis. The County will issue a Task Assignment to the Consultant on a rotating basis. Other factors that will be considered when issuing a Task Assignment include but are not limited to:

    1. The specific professional services needed by the County and whether the Consultant is contracted to provide those services;

    2. The Consultant's ranking in its proposal of the specific professional services needed by the County;

    3. Past performance;

    4. Availability;

    5. The volume of work previously awarded to each Consultant by the County with the object of effecting an equitable distribution of Task Assignments among Consultants.

If, in the opinion of the County, two or more Consultants are equally qualified for a Task Assignment, the County will consider the volume of work previously issued to each Consultant under this RFQ to effect an equitable distribution of work.

C. At the time each Task Assignment is issued, a proposed scope of work or scope of services and general project schedule (if applicable) will be provided to the applicable Consultant. The Consultant will then provide a detailed scope of work, and a project and staffing schedule that conforms to the County's project and schedule requirements. A price for the scope will also be negotiated. A fixed price for the scope may be negotiated based on the predetermined fee schedule (hourly labor rates and unit pricing) included in the Contract with the Consultant. Depending on the nature of the services requirement, some Task Assignments may be billable on a time and materials basis with a not to exceed amount, subject to completion of designated milestones and documentation of hours expended. Final payment in all cases will be subject to successful completion of the Task Assignment and the County's acceptance of deliverables and project milestones, in accordance with the terms of the contract and the Task Assignment. No work is authorized until such time as the Task Assignment is fully executed by the County and the Consultant. Any work to be provided under a revision to a Task Assignment is not authorized until the Task Assignment amendment is fully executed by the County and the Consultant.

Consultant Shall:

- Provide timely delivered services and resources;
- Supervise consulting and subcontractor staff including oversight of their work and performance;
- Manage the project (timelines, budget, deliverables, contingencies) and track the progress;
- Quality assure all deliverables;
- Communicate regularly with County project managers; and

- Professionally communicate with the public and represent the County regarding the project as requested.

This RFQ outlines the process, requirements and criteria for submittal of responses, evaluation and ranking qualified respondents, negotiation of award of a contract. A response submitted must satisfy all requirements and criteria set forth herein to be deemed complete and eligible for evaluation and ranking. At the end of this RFQ process, the County anticipates negotiating contracts in the form attached to this RFQ (the "Contract") with three (3) or more respondents determined to be in the best interest of the County (the "Consultant.")

The County reserves all rights, including but not limited to, the right to accept or reject any or all responses to this RFQ; to re-advertise, postpone or cancel this RFQ process; to modify the RFQ timeline/schedule; to expand the scope of work; to waive irregularities and technicalities; and to request resubmission. Any sole response received may be accepted or rejected by the County, in its sole discretion, depending on the availability or competition and the timely need of the County. The County reserves the right to investigate any respondent to determine their ability to perform the work or services requested. Any respondent, upon request, shall provide further information requested by the County in order to determine respondent's abilities. The County's decisions concerning such matters shall be final.

5. INTENT AND GENERAL INFORMATION

Thank you for your interest in working with Levy County. General information regarding this procurement process is provided below:

5.1. INTENT

It is the intent of Levy County ("County") to negotiate a contract with a qualified proposer who meets or exceeds, all requirements set forth in this Request for Qualifications ("RFQ").

5.2. QUESTIONS, EXCEPTIONS TO FORM OF AGREEMENT AND ADDENDA

There shall not be any contact between a potential proposer/proposer or their representative(s) and any member of County Staff or County Commissioners regarding this Project or RFQ.

The County will not respond to verbal (in person or phone) questions regarding this RFQ. Proposers must submit written questions via the OpenGov Procurement Portal at https://procurement.opengov.com/portal/levycounty/projects/298218

Any proposer who requires/requests revision(s) to the Form of Agreement must submit a completed Contract Exception Form. The County is under no obligation to grant any exceptions and proposals that are contingent on exceptions being granted will not be accepted. If an exception is rejected by the County during the question portion of this RFQ process and the proposer subsequently submits a proposal, the proposer is deemed to have waived their request for an exception.

All questions and Contract Exception Forms must be received by the County prior to the deadline for same in order to receive a response. The Contract Exception Forms can be found in the ATTACHMENTS section of this RFQ. The County will respond to each question and each completed Contract Exception Form and will issue written addenda for any supplemental instructions or clarifications to the RFQ or the Contract. All addenda will be posted in the County's OpenGov Procurement Portal. Each proposer must acknowledge receipt of addenda as part of its proposal and is presumed to have read and be thoroughly familiar with the provisions of this RFQ and its addenda.

5.3. HOW TO SUBMIT A PROPOSAL

The County only accepts electronic submittals through OpenGov Procurement. In order to submit a proposal, the proposer must be registered with OpenGov. The complete proposal must be uploaded in PDF format unless the RFQ specifically states otherwise. Any proposal submitted after the due date and time will not be accepted by OpenGov and will not be considered. The County is not responsible for any delays in delivery or uploading of a proposal caused by any issues experienced in attempts to upload on OpenGov or caused by any other occurrence. A proposer should give sufficient time to address any delivery or uploading issues when it schedules the submittal of its proposal.

Proposals must be submitted in the format specified by the County in this RFQ. Any erasures or other corrections to the County Forms must be explained or noted over the signature of the proposer. Forms containing any conditions, omissions, erasures, alterations, or irregularities of any kind, whether explained or noted or not, may be rejected by the County.

The documents listed within the Vendor Questionnaire must accompany any proposal submitted. A proposal submitted without the required documents may result in the County deeming the proposal non-responsive. The County reserves the right to request additional information from any proposer prior to award.

The County is not responsible for any expense incurred by a proposer in reviewing, evaluating, preparing, or submitting a proposal. Proposers are solely responsible for the entire expense of responding to this RFQ.

5.4. WITHDRAWAL OF PROPOSALS

Modifications to or withdrawal of a proposal may be made up until the Due Date. Modifications and withdrawals must be documented in OpenGov in order to be recognized by the County. Error or negligence in preparing the proposal confers no right for withdrawal of the proposal after it has been opened.

5.5. ARITHMETIC DISCREPANCIES

For the purpose of evaluation of proposals, the following will be utilized in resolving arithmetic discrepancies found in any proposal:

A. Obviously misplaced decimal points will be corrected.

B. In case of discrepancy between unit price and extended price, the unit price will govern.

C. Apparent errors in addition of lump sum and extended prices will be corrected.

5.6. PROPOSAL PREPARATION & SUBMITTAL EXPENSES

The County is not responsible for any expense incurred by a proposer in reviewing, evaluating, preparing, or submitting a proposal. Proposers are solely responsible for the entire expense of responding to this RFQ.

5.7. CODE OF ETHICS

With respect to this RFQ, if any proposer violates or is a party to a violation of the State of Florida Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes, such proposer shall be disqualified from furnishing the goods or services for which the proposal is submitted and may be further disqualified from participating in future County procurement processes.

5.8. PROPOSAL OPENING; PROPOSAL SUBMITTALS

In accordance with Section 255.0518, Florida Statutes, the proposals will be opened at a public meeting, and the name of each proposer and the price submitted in the proposal will be announced at that meeting. However, in accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

5.9. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of Civil Rights Act of 1964 and the Regulations of the Department of Commerce issued pursuant to such Act, no proposer will be discriminated against on the grounds of race, color, or national origin. In addition, in accordance with the provisions of the County's Procurement Policy, small and minority business enterprises, women's business enterprises and labor surplus area firms will be afforded full opportunity to submit responses to this RFQ.

6. EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Company, Staff & Team Qualifications** Respondent shall provide documentation to fully demonstrate the qualification, education, and abilities of the Respondent, its personnel and members of Respondent's proposed team, including subconsultants and subcontractors. The information must include, but is not limited to: licensure, certification, education and abilities of the firm(s) and personnel who may perform work if selected. Respondents shall provide the following information to fully demonstrate the Company, Staff and Team Qualifications: A. **Qualification Certification** – Complete and submit Attachment "A" provided herein. B. **Claims, Liens, Litigation History** – Complete and submit required information on all claims, liens, and litigation history for the past seven (7) years on Attachment "B" provided herein. C. **Insurance Coverages** – Certificate of insurability – as noted in Part III Section 13. D. **Key Personnel** – Submit information to identify the Key Personnel proposed for this project and demonstrate the qualifications, experience and capabilities of the individuals identified as Key Personnel.	Points Based	35 *(35% of Total)*

2.	**Related Experience** Respondent shall submit a written narrative describing its past record, including at least four (4) projects of a similar nature completed within the past five (5) years. The narrative shall include a project description, location, construction value, length of time from design through completion of construction, key personnel, and a client reference with contact information (name, phone number, and email address). Description of respondents experience in dealing with local permitting and regulatory agencies, and administering any grants. The County reserves the right to contact any or all of the entities provided to verify performance information related to the projects submitted for consideration of Related Experience.	Points Based	35 *(35% of Total)*
3.	**DBE/SBE/MBE/WBE Certifications** Respondent shall provide documentation of a current DBE/MBE/WBE/SBE Certification (if applicable). This tab has an evaluation value of five (5) points. Respondents will receive the maximum score of five (5) points if they provide a current DBE/MBE/WBE/SBE certification, a score of zero (0) points if they do not have any certification(s), and a score of two and one half (2.5) points for subconsultants and/or subcontractor's DBE/SBE/MBE/WBE Certification. MBE/WBE Certificates must be issued by the State of Florida Office of Supplier Diversity, under the Department of Management Services. DBE/SBE Certificates must be issued by the Florida Department of Transportation, Office of Equal Opportunity, or a joint program accepted by FDOT Office of Equal Opportunity.	Points Based	5 *(5% of Total)*

4.	**Approach to Services** Respondent shall provide a written narrative demonstrating the intended approach to performing the required services. Respondent shall provide a detailed description of their quality control methods, coordination of subconsultants and/or subcontractors, ability to meet schedules in a timely manner, and methodology to be employed specifically illustrating how the methodology will serve to accomplish the required services herein. Additionally, the respondent shall describe their familiarity with the County and the local area.	Points Based	25 *(25% of Total)*

7. VENDOR QUESTIONNAIRE

Proposal Documents (without Cost)*
*Response required

Is Proposer a small or minority business, women's business enterprise, or labor surplus area firm? *
☐ Yes
☐ No

*Response required

Qualification Certification*
Please download the below documents, complete, and upload.

- Qualification_Certification...

*Response required

Claims, Liens, Litigation History*
Please download the below documents, complete, and upload.

- Claims,_Liens,_Litigation_H...

*Response required

Sworn Statement on Public Entity Crime*
Please download the below documents, complete, and upload.

- SWORN_STATEMENT_ON_PUBLIC_E...

*Response required

Non-Collusion Affidavit*
Please download the below documents, complete, and upload.

- NON-COLLUSION_AFFIDAVIT.pdf

*Response required

Drug-Free Workplace Certification*
Please download the below documents, complete, and upload.

- DRUG-FREE_WORKPLACE_FORM.docx

*Response required

Anti-Human Trafficking Affidavit*
Please download the below documents, complete, and upload.

- Anti-Human_Trafficking_Affi...

*Response required

Foreign Country of Concern Affidavit*
Please download the below documents, complete, and upload.

- Foreign_Country_of_Concern_...

*Response required

Do you have any conflicts of interest?*

☐ Yes

☐ No

*Response required

When equals "Yes"

10.1. **Conflict of Interest Disclosure Statement***

Please download the below documents, complete, and upload.

- CONFLICT_OF_INTEREST_DISCLO...

*Response required

Vendors on Scrutinized Companies List*

By clicking "Please confirm", the proposal proposer, certifies that it is not:

A. listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes,

B. engaged in a boycott of Israel,

C. listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or

D. engaged in business operations in Cuba or Syria.

Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the proposal proper immediately or immediately terminate any agreement entered into for cause if the proposal proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the proposal proposer has submitted a false certification, the County will provide written notice to the proposal proposer. Unless the proposal proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the proposal proposer. If the County's determination is upheld, a civil penalty shall apply, and the proposal proposer will be ineligible to propose on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by proposal proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

☐ Please confirm

*Response required

W9*

Please provide a current W9.

*Response required

Certificates of Insurance*
AS PROOF OF INSURANCE COVERAGES REQUIRED IN SECTION INSURANCE REQUIREMENTS

*Response required

Evidence Qualified to Transact Business*
*Response required

Copies of any Current Licenses and Certifications*
*Response required