

RFP NO. 26-01
CITY OF WAUCHULA
CDBG-DR INFRASTRUCTURE REPAIR PROGRAM (IRP)
GRANT ADMINISTRATION SERVICES
REQUEST FOR PROPOSALS (RFP)

The City of Wauchula ("City") is requesting proposals in response to RFP No. 26-01 from qualified individuals or firms to provide grant administration services for the City's MS015 CDBG-DR IRP Wastewater System Repair, Rehabilitation & Flood Mitigation Project in the amount of \$2,386,500.00.

Sealed proposals will be received by the City of Wauchula, at the City of Wauchula, Administrative Office, 126 South 7th Avenue, Wauchula, Florida 33873 until:

2:00pm TUESDAY, June 16, 2026

Any questions or to request a full copy of this RFP No. 26-01 and instructions shall be submitted in writing to Stephanie Camacho, City Clerk, scamacho@cityofwauchula.com. All questions and requests must be received by June 1st, 2026, at 5:00pm. Responses to questions will be issued in the form of an Addendum and posted to <https://www.cityofwauchula.gov>

Prospective respondents shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposals with the City Commission or any employee of the City of Wauchula, other than the City Clerk in writing as specified above. Unauthorized communications initiated by a respondent shall be grounds for disqualifying the offending respondent from consideration for award of the proposal and/or any future proposal.

Respondents shall submit one (1) original and five (5) copies in a sealed envelope marked "SEALED PROPOSAL FOR CDBG-DR GRANT ADMINISTRATION SERVICES" to the City at the following address:

CITY OF WAUCHULA
Stephanie Camacho, City Clerk
126 South 7th Avenue
Wauchula, Florida 33873

Proposals will be publicly opened on June 16, 2026, at 2:05pm at the City of Wauchula, Administrative Office, 126 South 7th Avenue, Wauchula, Florida 33873.

THE CITY OF WAUCHULA SUPPORTS EQUAL OPPORTUNITY EMPLOYMENT, FAIR HOUSING, SECTION 3 PARTICIPATION, AND PROVIDING HANDICAP ACCESS

REQUEST FOR PROPOSALS FOR PROFESSIONAL GRANT ADMINISTRATION SERVICES

RFP NO. 26-01 SCHEDULE OF EVENTS

The schedule of events, relative to RFP No. 26-01 shall be as follows. The City reserves the right to delay or modify the scheduled dates and to provide notice to all Respondents.

No.	Event	Date	Time (EST)
1	Advertisement/Distribution of RFP	May 12 th , 2026	5:00pm
2	Closing Date for Respondent Questions	June 1 st , 2026	5:00pm
3	City Answers to Questions by Respondents	June 5 th , 2026	5:00pm
4	Proposal Submissions Due	June 16 th , 2026	2:00pm
5	Bid Opening (In-person/Virtual)	June 16 th , 2026	2:05pm
6	Evaluation Committee Review and Scoring of Proposals	June 26 th , 2026	2:00pm
7	Presentations by Top Ranked Respondents (as requested)	July 2 nd , 2026	11:00am
8	Evaluation Committee Recommendation to City Commission	July 6 th , 2026	5:00pm
9	City Council Meeting to Approve Selected Firm	July 13 th , 2026	5:00pm
10	Protest Submission	July 17 th , 2026	4:00pm

The City reserves the right to reject any or all responses, to waive any or all non-material irregularities and technicalities to re-advertise for RFPs, with or without changes in the scope of work, to award in whole or in part to one or more Respondents or take any other such actions that may be deemed to be in the best interest of City.

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I. PERIOD OF PERFORMANCE

The contract duration will be for three (3) years with two (2) one-year renewals from its effective date. In the event an extension of term is exercised, or in those circumstances whereby the rate of compensation is adjusted, or where any other provision or condition as stipulated herein is changed or altered in any manner, then such extension or change of provision or condition shall be memorialized by an amendment hereto executed by the parties. The Respondent understands that this RFP does not constitute an agreement or a contract with the Respondent. A submission in response to this RFP is not a binding contract.

II. INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

Respondent shall comply with all applicable local, state and federal laws, including the Americans With Disabilities Act of 1990, as amended (P.L. 101-336, 42 U.S.C. § 12101 et seq.); the Florida Civil Rights Act, as amended, Chapter 760, Florida Statutes; Title VII of the Civil Rights Act of 1964, as amended; (P.L. 101-336, 42 U.S.C. § 12101 et seq.) and laws which prohibit discrimination by public and private entities on in employment, public accommodations, transportation, state and local government services and telecommunications.

III. SCOPE OF WORK

Grant Administration services will encompass all project related implementation activities, including but not limited to the following:

- 1) Environmental review administrative activities (Environmental Exemption, Public Notice Publication(s), etc.).
- 2) Develop, adopt, and submit required policies listed in this agreement.
- 3) Prepare procurement documents.
- 4) Prepare list of minority and women business enterprise (MBE/WBE) firms.
- 5) Prepare and submit public notices for publications.
- 6) Maintain financial records related to project activities.
- 7) Conduct a Fair Housing activity.
- 8) Attend a pre-bid conference, bid opening, or preconstruction meeting.
- 9) Maintain project files.
- 10) Attend meetings and provide progress reports on project activities.
- 11) Prepare documentation for and/or participate in monitoring and/or site visits conducted by Commerce.
- 12) Prepare and submit financial activity to Commerce.
- 13) Prepare and submit detailed monthly and quarterly reports to Commerce.
- 14) Prepare and submit Section 3 reports to Commerce (in compliance with Section 3 of the HUD Act of 1968).

- 15) Respond to citizens' complaints.
- 16) Prepare and submit agreement modification document for Commerce review and approval.
- 17) Prepare and submit responses to monitoring findings and concerns to Commerce or HUD.
- 18) Project Closeout, Engineer's Certification of Completion, Grant Closeout Package completion and submission to Commerce.
- 19) Grant Administrator to support compliance with Davis-Bacon and related labor standards.

IV. SUBMITTAL INSTRUCTIONS

The following information shall be submitted in all responses in the format as specified herein. Failure to submit the requested information in this format may result in a reduction of the evaluation points assigned to your proposal and possibly rejection of the entire submittal.

SECTION A: COVER LETTER/LETTER OF INTEREST

Letter of interest including reference to this solicitation.

SECTION B-1: COMPANY INFORMATION

Respondents shall provide the following information about their firm and any proposed sub-contractors:

1. Name of firm and parent company, if any.
2. Name of firm's principal business.
3. Name, address, phone number of persons to receive notification and to reply to City inquiries.

SECTION B-2: COMPANY EXPERIENCE

Firm Experience: Provide the total number of years of experience providing professional grant administration services, as well as a list of municipal, state, and/or CDBG/federal projects successfully implemented by the firm.

Staff Experience: Provide a resume for all key personnel that may perform work under this contract, including educational background, academic degrees, professional associations, job title, responsibilities, type of work performed, years of experience, knowledge of State and Federal Regulations governing the CDBG Program, and experience on similar projects to that requested herein.

SECTION C: PROJECT APPROACH AND PROJECT MANAGEMENT STYLE

Provide a narrative to describe each of the following:

1. Approach to accomplishing the strategies to be implemented in delivering the services outlined in the scope of work for this Contract.
2. The anticipated project timeline.
3. Tasks to be performed including the staff member responsible for the tasks.
4. Project management and quality control methods including City leadership updates/meetings, project monitoring, and reporting.

5. The firm's capability to commit staff to the project, number of staff available for the project, and the ability to complete the required services in a timely manner.

SECTION D: REFERENCES

Provide a minimum of three (3) references for similar work, including the following information:

1. Name of the entity for which the work was performed and location of the project.
2. Brief description of the scope of the project.
3. Initial construction estimate of project cost (the estimate prior to the bid).
4. Amount of contract award.
5. Contract period of performance.
6. Contact information: Contact name and title, phone number, and email address.

SECTION E: FEE SCHEDULE

Submit a cost schedule listing the maximum number of staff hours and rate for each position, e.g., Principal(s), Senior Consultant(s), Consultant(s), Junior Consultant(s), Administrative Staff.

SECTION F: KNOWLEDGE OF FEDERAL GRANT PROGRAMS AND FEDERAL REGULATIONS

Provide a narrative to describe the firm's experience and knowledge of the following:

1. CDBG Grant Programs and other Federal grant programs; and
2. Knowledge of 2 CFR Part 200, State and Federal regulations governing the CDBG-DR program, Davis-Bacon and Related Acts, Section 3, etc.

SECTION G: ATTACHMENTS

All attachments required by RFP 26-01 shall be fully executed by the Respondent. Failure to do so may result in a reduction of the evaluation points assigned to Respondent's proposal and possibly rejection of the entire submittal. This section is not included in the overall page count.

- ATTACHMENT 1: E-VERIFY RESPONSIBILITY CERTIFICATION
- ATTACHMENT 2: NO CONFLICT OF INTEREST (COI) CERTIFICATION
- ATTACHMENT 3: PUBLIC ENTITY CRIME INFORMATION

V. EVALUATION

Evaluation Method and Criteria

Once the City of Wauchula's scoring committee establishes the most qualified individual or firm, the City will negotiate the price and profit with the selected individual or firm. All records shall be maintained in

accordance with state and federal CDBG requirements. Proposals for grant administration services will be evaluated by a selection committee utilizing the following scoring criteria:

Evaluation Criteria	Score
1. Firm Information and Experience: The capacity and capability of the firm to perform all aspects of the CDBG-DR-related grant administration activities.	Max 20 Points
2. Staff Qualifications and Capabilities: The specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG-DR activities or related work.	Max 20 Points
3. Proposed Approach and Project Management Style: Implementation timeline and outline of proposed tasks to be performed and control of costs.	Max 20 Points
4. Fee Schedule: Points based upon the reasonableness of the total price and competitiveness of this amount with other proposals received.	Max 5 Points
5. Experience with Federal grant programs and knowledge of 2 CFR 200, State and Federal Regulations governing the CDBG-DR Program, Davis-Bacon and Related Acts, Section 3, etc.	Max 20 Points
6. The quality of responses from the Respondent’s client references.	Max 15 Points
Total Score:	Max 100 Points

The City of Wauchula shall be the sole judge of the best interests of the City, the submission, and the resulting negotiated agreement.

VI. SELECTION PROCESS

The selection committee will be comprised of 5 individuals and will be responsible for evaluating and ranking the qualifications proposals submitted by all respondents regarding this RFP and in accordance with the criteria contained herein.

The evaluation committee will make its recommendation to the City of Wauchula Commission for award and execution of a contract. The City reserves the right to reject any and all responses, or portions thereof, received as a result of this request, as may be deemed to be in the best interest of the City. The City of Wauchula Commission further retains the right to waive any irregularities of any submission. The City shall make its selection in accordance with 2 CFR 200, Florida Statutes, and City of Wauchula Codes, Ordinances, and Adopted Policies.

VII. CONTRACT AWARDS

The City anticipates awarding a Grant Administration Services contract(s) for the project outlined in this RFP solicitation. Any contract, if awarded pursuant to this RFP, shall be subject to the limitations and restrictions described therein. The Respondent understands that this RFP does not constitute an agreement or a contract with the City. An official contract or agreement is not binding until the submission is reviewed and accepted by the City and executed by all parties.

VIII. ANTICIPATED RFP TIMELINE

Advertisement Date	May 12th, 2026, at 5:00pm
Proposals Due	June 16 th , 2026, at 2:00pm
Evaluation and Ranking of Firms	June 26 th , 2026, at 2:00pm
Requests for Additional Information, <i>if necessary</i>	July 2 nd , 2026, at 10:00am
Selection Recommendations for City Commission	July 6 th , 2026, at 5:00pm
Protest(s) Submission	July 17 th , 2026, at 4:00pm
Protest(s) Resolution	August 10 th , 2026, at 6:00pm

IX. COMPLIANCE WITH STATE AND FEDERAL REGULATIONS AND OTHER CONTRACT REQUIREMENTS

Conflict of Interest

RFP 26-01 and awarded contract(s) is/are subject to Chapter 112, Florida Statutes. All Respondents must disclose with their qualifications the name of any officer, director, or agent who is also an employee of the City of Wauchula. Further, all Respondents must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more of the Respondent’s firm or any of its branches.

Liability

The Respondent shall act as an independent contractor and not as an employee of the City of Wauchula. The successful Respondent will be required to indemnify, defend, and hold and save harmless the city, its officers, agents, and employees, from damages arising from the performance of, or the failure to perform, any task or duty required to be performed by the successful Respondent.

Insurance and Indemnity

During the entire period of performance of any contract resulting from this solicitation, the Respondent(s) shall procure and maintain at least the minimum kinds of insurance as stipulated herein. Proof of such insurance must be provided to the City of Wauchula prior to beginning contract performance.

Insurance Requirements. Before any work commences, the selected firm, if any, shall, without in any way altering their liability, obtain, pay for, and maintain insurance for the coverages and amounts of coverage not less than those set forth below, and shall provide to the City Manager original Certificates of Insurance satisfactory to the WCRA to evidence such coverage. The City of Wauchula shall be an additional named insured on all policies related to the project; excluding workers’ compensation and professional liability. The Workers’ Compensation policy shall contain a waiver of subrogation in favor of the City of Wauchula. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the “A” category and size category of VIII. The firm’s self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the City. The City requires thirty (30) days written notice of cancellation and ten (10) days written notice of non-payment. In the event of any failure by the firm to comply with the provisions; the City may, at its option and on notice to the firm, suspend the project for cause until there is full compliance. Alternatively, the City may purchase such insurance at the firm’s expense, provided that the City shall have no obligation to do so and if the City shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverage.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$4,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverage:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverage;

Independent Contractors; Delete Exclusion relative to Collapse, Explosion and Underground Property Damage Hazards; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, exclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

Indemnification. In addition to any other obligation to indemnify the City, and to the fullest extent permitted by law, the Consultant shall indemnify, protect, defend (by counsel reasonably acceptable to the City), and hold harmless the City, their agents, elected officials, and employees from and against any and all claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, expenses, costs (including, without limitation, attorney's fees and cost during negotiation, through litigation, and all appeals therefrom), including but not limited to claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting from or claims to have resulted in whole or in part from (i) the failure of Consultant to comply with applicable non-conflicting laws, rules or regulations; (ii) any actual or alleged act or omission of the consultant, or breach by Consultant of its obligations under this Agreement; (iii) any claim for trademark, patent or copyright infringement arising out of the scope of Consultant's performance of this Agreement; (iv) the negligent act, errors or omissions, or intentional or willful misconduct, of Consultant, its sub-consultants, agents, employees and invitees; or (v) liens, claims or actions made by the consultant or any subcontractor or other party performing the work; provided, however, that Consultant shall not be obligated to defend or indemnify the CITY with respect to any such claims or damages arising out of the CITY's negligence.

Public Entity Crimes

A person or affiliate who has been placed on the convicted contractor list, following a conviction for public entity crime, may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to any 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, Florida Statutes, in CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted contractor list. By signing the attached form, the Respondent certifies that it is qualified to do business with the City in accordance with all Florida Statutes.

Discrimination, Section 287.134, Florida Statutes.

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. The Respondent certifies, by submission of a signed proposal or execution of a contract or contract renewal, that neither it nor an affiliate have been placed on the discriminatory vendor list.

Scrutinized Companies, Section 287.135, Florida Statutes.

The Respondent certifies, by submission of a signed proposal and execution of a contract or contract renewal, that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria, and that the respondent is not participating in a boycott of Israel. Respondent shall immediately notify WCRA if its certification set forth in this paragraph changes at any point during the proposal process or term of any contract. WCRA may terminate any contract if respondent is found to have submitted a false certification or 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 been engaged in business operations in Cuba or Syria or is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

DEVELOPMENT COSTS

Neither the City nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Respondents should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

Applicable Laws and Courts

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Hardee County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida.

Proprietary Information

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Respondents should be aware that Request for Proposals, and the responses thereto, and any communications with the City related thereto are in the public domain and constitute public records. Respondents are requested, however, to identify any specifically any information contained in their submittals that they consider to be trade secrets as defined in section 812.081, Florida Statutes, and which they believe to be exempt from disclosure, citing specifically the applicable exempting law and including narrative explaining the applicable legal exemption as it relates specifically to the purported trade secret information (“Confidential Information”). All materials that the Respondent contends qualify for exemption under Chapter 119, Florida Statutes, or other applicable law must be submitted in a separate envelope, clearly identified “EXEMPT FROM PUBLIC DISCLOSURE UNDER CH. 119, FLA. STAT.” with Respondent’s name marked on the outside. The City will NOT accept submissions labeled as exempt from public disclosure in their entirety. Respondents acknowledge that the designation of information as exempt under Ch. 119, Florida Statutes, may be challenged in court by any person or entity. By designation of material as exempt from public disclosure, the Respondent agrees to indemnify and defend the City (and its employees, agents, and elected and appointed officials) against all claims and actions (whether or not a lawsuit is actually filed in a court of law) related to the Respondent’s designation of materials as exempt from disclosure, and further agrees to hold the City (and its employees, agents, and elected and appointed officials) harmless from any award to a plaintiff for damages, costs, and attorney’s fees incurred by reason of any claim or action related to Respondent’s designation of material as exempt from disclosure.

All proposals received from Respondents in response to this RFP will become the property of the City and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

Limitations

This request does not commit the City to award a contract. Respondents will assume all costs incurred in the preparation of their response to this RFP. The City reserves the right to: (1) accept or reject qualifications and/or proposals in part or in whole; (2) request additional qualification information; (3) limit and determine the actual contract services to be included in a contract; (4) obtain information for use in evaluating submittals from any source; and (5) reject all submittals. No contract or agreement is binding until is reviewed and accepted by the City Commission and executed by all parties.

The conditions and terms set forth herein are not exhaustive; additional terms and conditions will be required and shall be specified in the contract negotiated with the firm selected, if any.

E-Verify

Pursuant to s. 448.095, F.S., the Consultant shall be registered with and utilize the U.S. Department of Homeland Security's [E-Verify system](#) to verify the employment eligibility status of all employees performing work under this RFP 26-01/Contract as well as all newly hired employees. In addition, the Consultant shall require any and all subconsultants performing work in accordance with this RFP 26-01/Contract to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this RFP 26-01/Contract as well as all newly hired employees. Any such subconsultant shall provide an affidavit to the Consultant stating that the subconsultant does not employ, contract with or subcontract with any ineligible individuals and the Consultant must keep a copy of said affidavit for the duration of this RFP 26-01/Contract. Violation of this section is subject to immediate termination of this Contract without regard to any notice otherwise required herein. In the event the City of Wauchula incurs costs as a result of the Consultant's breach of this provision, any and all such costs shall be paid by the Consultant immediately upon receipt of notice of the same from the City.

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ATTACHMENTS

ATTACHMENT 1: E-VERIFY RESPONSIBILITY CERTIFICATION

ATTACHMENT 2: NO CONFLICTS OF INTEREST (COI) CERTIFICATION

ATTACHMENT 3: PUBLIC ENTITY CRIME INFORMATION

**ATTACHMENT 1
E-VERIFY RESPONSIBILITY CERTIFICATION**

By signing below, the CONSULTANT certifies that they fully understand the E-Verify requirements outlined in Section 448.095, F.S. and in this RFP, the CONSULTANT will provide all E-Verify documentation as required in RFP No. 26-01.

1. As a condition precedent to entering into a contract, and in compliance with Section 448.095, F.S., the CONSULTANT, and its subconsultants, shall register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.
2. The CONSULTANT shall provide the City of Wauchula and require each of its subconsultants to provide the CONSULTANT, with an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an unauthorized alien. The CONSULTANT shall maintain a copy of the subconsultant's affidavit as part of and pursuant to the records retention requirements of its RFP/Agreement with the City of Wauchula.
3. The City of Wauchula, CONSULTANT, or any subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), F.S. or the provisions of this section shall terminate the contract with the person or entity.
4. The City of Wauchula, upon good faith belief that a subconsultant knowingly violated the provisions of this section, but the CONSULTANT otherwise complied, shall promptly notify the CONSULTANT and the CONSULTANT shall immediately terminate the contract with the subconsultant.
5. A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), F.S. the CONSULTANT acknowledges that upon termination of this Agreement by the City of Wauchula for a violation of this section by CONSULTANT, the CONSULTANT Administrator may not be awarded a public contract for at least one (1) year. The CONSULTANT further acknowledges that they are liable for any additional costs incurred by the City of Wauchula as a result of termination of any contract for a violation of this section.
6. **Subcontracts.** The CONSULTANT or subconsultant shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subconsultants to include these clauses in any lower tier subcontracts. The CONSULTANT shall be responsible for compliance by any subconsultant or lower tier subconsultant with the clauses set forth in this section.

Authorized Representative Signature

Firm Name

Date

**ATTACHMENT 2
NO CONFLICT OF INTEREST (COI) CERTIFICATION**

This certification is compliant with 2 CFR § 200.318(c), 2 CFR § 200.112, 24 CFR § 570.611 (if applicable), and all applicable Florida Statutes.

SECTION 1: CERTIFICATION OF NO CONFLICT

By signing below, the CONSULTANT certifies that:

- No employee, officer, or agent of the CONSULTANT participated in the development of the IRP application, the project scope of work, project details, project budgets, or project implementation in a manner that would provide an unfair competitive advantage.
- No employee, officer, or agent of the CONSULTANT participated in the selection, award, or administration of this Agreement who has a real or apparent conflict of interest.
- The CONSULTANT has no financial or other interest that would create a conflict of interest in connection with this project.
- The CONSULTANT has not participated in the development of the scope of work, specifications, or solicitation in a manner that would provide an unfair competitive advantage.

SECTION 2: DISCLOSURE (check one)

No actual, potential, or apparent conflicts of interest exist.

A potential or actual conflict of interest exists. If checked, *describe*:
Click or tap here to enter text.

SECTION 3: ORGANIZATIONAL CONFLICTS

Disclose any prior or current contractual relationships with the City of Wauchula or involvement in this project.
Click or tap here to enter text.

SECTION 4: ONGOING DISCLOSURE:

The CONSULTANT agrees to disclose any actual, potential, or perceived conflict of interest that arises during the term of this RFP/Agreement.

SECTION 5: CERTIFICATION

I certify that the information provided is true and correct to the best of my knowledge.

Firm Name

Authorized Representative Signature

Date

**ATTACHMENT 3
PUBLIC ENTITY CRIME INFORMATION**

As provided by F.S. §287.133, a 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, **CONSULTANT NAME**, being an authorized representative of the **FIRM NAME**, located at **STREET ADDRESS CITY, STATE ZIPCODE**, have read and understand the contents above. I further certify that **FIRM NAME** is not disqualified from replying to this solicitation because of § 287.133, F.S.

Authorized Representative Signature

Date

Telephone No.: **(XXX) XXX-XXXX**

Fax No.: **(XXX) XXX-XXXX**

FEIN: **XX-XXXXXXX**

STATE OF **STATE NAME** COUNTY OF **COUNTY NAME**

Sworn to and subscribed before me this **XX** day of **MONTH**, 20**XX**, by **CONSULTANT NAME** who

is personally known to me; or

has produced his/her driver's license as identification.

[ADD SEAL]

Notary Public – State of Florida

Print Name

Commission No.