



REQUEST FOR QUALIFICATIONS

RFQ-002-2020

PROFESSIONAL ENVIRONMENTAL ENGINEERING SERVICES FOR PLANNING, DESIGN, PERMITTING, BIDDING, AND PROJECT MANAGEMENT FOR THE ICHETUCKNEE QUALITY AND QUANTITY ENHANCEMENT PROJECT

In accordance with the “Consultants Competitive Negotiation Act” (F.S. 287.055), the City of Lake City, Florida is seeking Statements of Qualifications from Florida registered firms to provide Engineering services for the Ichetucknee Quality and Quantity Enhancement Project.

The City of Lake City, Florida, (City) will receive sealed Statement of Qualifications until **11:00 am, local time, on Thursday, November 14, 2019** in the Procurement Department located on the 2nd floor in City Hall, 205 N. Marion Avenue, Lake City, FL 32055. Responses delivered to any other location will not be considered received by the Procurement Department. Any responses received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Submitter. Responses will not be accepted via fax.

At 4:01 pm, or shortly thereafter, only the names of the respondents will be read aloud.

A clearly marked original, three (3) copies and one (1) digital copy must be sealed and clearly marked **“RFQ-002-2020 Professional Engineering Services for the Ichetucknee Quality and Quantity Enhancement Project”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Procurement Department at procurement@lcfla.com. Facsimile or e-mail requests are acceptable. The Procurement Department will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which will be issued prior to the deadline for responding to this Request for Qualifications. Questions must be received no later than **4:00 p.m., Tuesday, October 29, 2019.**

City of Lake City
Attn: Procurement Department – 2nd Floor
205 N. Marion Avenue
Lake City, Florida 32055

It will be the sole responsibility of the submitter to contact the Procurement Department prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their submittal.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all submittals, to waive any informalities or irregularities in any responses received, to re-advertise for responses, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Joseph Helfenberger
City Manager

PROJECT TITLE

Ichetucknee Quality and Quantity Enhancement Project

PROJECT LOCATION

The Project will be located at 3999 SW Sisters Welcome Road, Lake City, FL 32024, and is located southeast of the City of Lake City in Columbia County; Lat/Long (30.1226, -82.6819).

PROJECT BACKGROUND

The City of Lake City previously constructed the Ichetucknee Springs Water Quality Improvement Project treatment wetland to provide additional nitrogen removal and beneficial recharge within the Ichetucknee Springshed. The Project will expand the treatment capacity of the wetland and increase the volume of treated water recharged from the wetland. The combination of additional recharge and water quality improvement will provide benefits to Ichetucknee Springs and help in achieving both the Total Maximum Daily Load and the Minimum Flows and Levels.

The City of Lake City has been awarded Springs Funding by the Florida Department of Environmental Protection (FDEP) in the amount of \$1,800,000 to design, permit, provide construction oversight, and construct system modifications to the previously completed Ichetucknee Springs Water Quality Improvement Project (ISWQIP), also known as the Lake City Treatment Wetland. The Ichetucknee Quality and Quantity Enhancement Project (IQ²EP) is being completed to increase the amount of water that can be treated in the Lake City Treatment Wetland and to improve system operations.

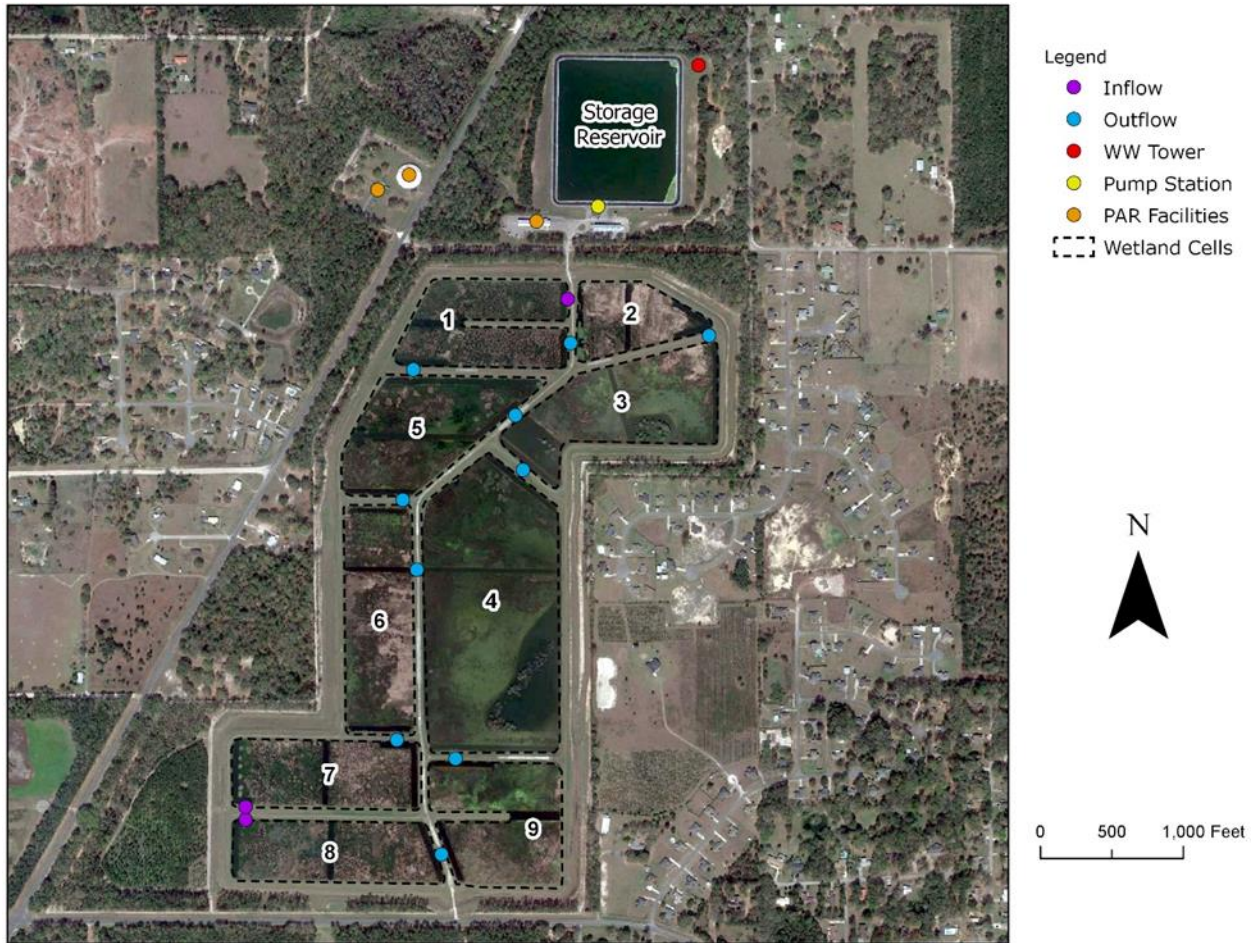
The Lake City Treatment Wetland was designed to provide additional water quality improvement and recharge for treated effluent that was historically discharged to a spray field. The wetland system has been operational for approximately 2.5 years and has shown excellent treatment for nutrients, but challenging operations under wet hydrologic conditions. The purpose of this project is to provide additional water quality treatment, wetland inflow improvements (gravity flow to the wetland), and increased recharge to the Floridan Aquifer (gravity recharge well). This request for qualifications (RFQ) is being issued to provide modeling, engineering design, permitting, bidding, and construction services for these system modifications for the existing Lake City Treatment Wetland.

The Lake City wastewater disposal system has treated wastewater delivered from either the St. Margaret's and/or Kicklighter Wastewater Treatment Facilities to an inflow tower located east of the northeast corner of the storage reservoir (*Figure 1*). From this location wastewater can be directed to the storage reservoir where it is then pumped to the wetland or two remaining spray fields; or can flow by gravity along the east and then south edge of the reservoir through existing piping to the public access reuse (PAR) system: comprised of disc filters, chlorination, and storage.

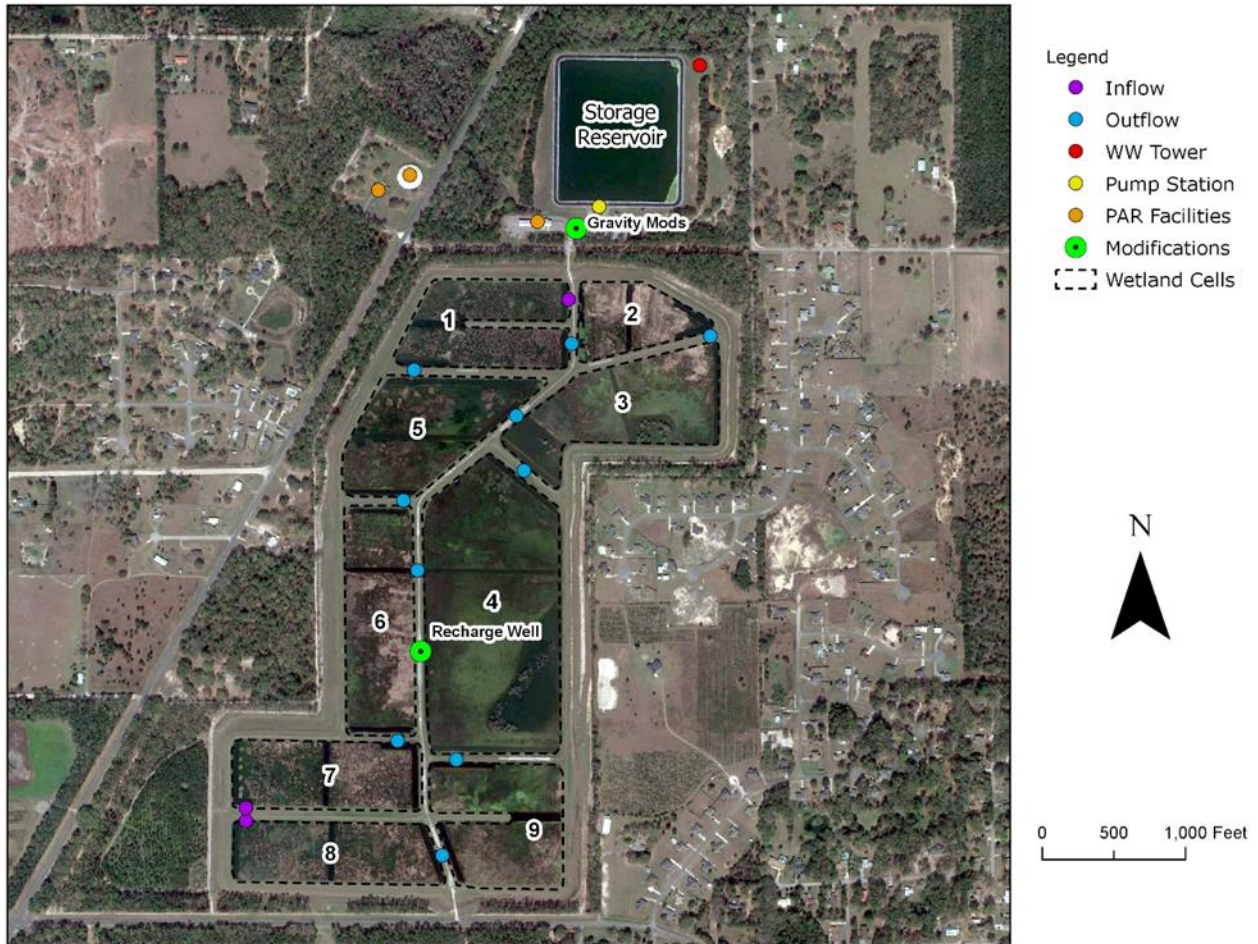
PROJECT DESCRIPTION

The two major improvements that are a part of this project are gravity flow modifications and a gravity recharge well, each of which is discussed in additional detail below. Each of these components will be designed in a method that is consistent with the design and operation of the treatment wetland to achieve the desired water quality objectives. It is expected that the selected firm will complete modeling necessary to document wetland performance with the incorporation of system modifications. The first component of this project is to modify the inflow system to accommodate consistent gravity flow to the wetland by bypassing the storage reservoir and taking water off the pipeline that runs to the PAR system. This connection will occur in the vicinity of the parking area or disc filters as shown in *Figure 2*. Modifications to each of the existing wetland inflows will be considered in combination with the pipeline modifications to ensure that at least 3.0 MGD can be delivered by gravity to the treatment wetland. The second project component is the addition of a gravity recharge well located between Cell 6 and Cell 4. This gravity recharge well will be located within a structure that allows water to be taken from both Cell 4 and 6. This structure will include weirs that control the elevation at which water will be taken from the wetland cells. The recharge well will be designed to allow at least 2.0 MGD of recharge to the Upper Floridan Aquifer to improve wetland water level recovery after rainfall events and to supplement the aquifer recharge capacity of highly treated effluent. This project will include acquisition of a Class V Underground Injection Control (UIC) Aquifer Recharge Well Construction Permit and necessary modifications to the current wastewater treatment facility permits.

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The City of Lake City hereby solicits qualifications for Professional Engineering Services to provide modeling, engineering design, permitting, bidding, and construction services for these system modifications for the existing Lake City Treatment Wetland.

Task 1: Preconstruction Activities

Consultant will complete the wetland modeling, gravity flow modification design, and design of the gravity recharge well and obtain all necessary permits for construction of the project.

Task 2: Bidding and Contractor Selection

The COLC (City of Lake City) will administer the bidding process. The Consultant will provide support including but not limited to preparation of solicitation documents (plans, specifications, and bid forms), conduct pre-bid meetings, respond to proposers' questions (requests for clarification, requests for information), and assistance in evaluation of the responses received for the complete construction of the gravity recharge well.

Task 3: Project and Construction Management

Perform project and construction management including but not limited to field engineering services, construction observation, site meetings with the construction contractor and overall

project coordination and supervision of the construction of the gravity recharge well in accordance with the construction contract documents.

INVITATION - REQUEST FOR QUALIFICATIONS

You are invited to submit qualifications in response to the Request for Qualifications noted below:

Request for Qualifications (RFQ) 002-2020: Professional Engineering Services for the Ichetucknee Quality and Quantity Enhancement Project.

To obtain more information about this RFQ:

Download a copy of the Solicitation at www.demandstar.com or www.vendorregistry.com.

Due Date and Time: November 14, 2019 at 11 am EST - ALL LATE RESPONSES WILL BE RETURNED UNOPENED.

EVALUATION METHODOLOGY

COMPETITIVE SEALED RESPONSES - CONSULTANTS' COMPETITIVE NEGOTIATION ACT (CCNA)

The City of Lake City (COLC) shall evaluate the respondent's qualifications, rank the qualifications from all respondents, and negotiate a Contract for the Work according to the regulations applicable to companies that perform professional architectural, engineering, landscape architecture or surveying and mapping services as set forth in Florida Statutes Section 287.055, known as the Consultants' Competitive Negotiation Act ("CCNA").

In evaluating the responses, COLC will not consider price, but may consider factors including, but not limited to, the respondent's professional personnel, past performance, proposed project approach; recent, current and projected workloads of the respondent, and volume of work previously awarded to each respondent by COLC. COLC may also request interviews or presentations from the respondents during its selection.

After approving the rankings of all the Respondents, COLC will enter into negotiations of contractual terms with the highest ranked firm. The rankings will be determined by the highest average score. During negotiations, COLC will consider detailed information regarding the Contract Price, the Respondent's hourly rates, and scope of the Contract. If COLC and the Respondent are unable to negotiate a satisfactory Contract, COLC will formally terminate the negotiations with the Respondent and undertake negotiations with the next-highest ranking Respondent. COLC will Award the Contract to the highest-ranking qualified Respondent that successfully completes Contract negotiations with COLC.

Your Statement of Qualifications must address these specific items that will be used in the committee's selection process.

PROFESSIONAL STAFF EXPERIENCE AND AVAILABILITY

Maximum score for this criterion is: 30 POINTS

Evaluation of this criterion shall include an assessment of the general capabilities of the firm or individuals that will be engaged in the project. Qualities and indicators that will receive consideration generally include the various professional, technical, and educational achievements and registrations of the firm and individuals; the size, facilities, equipment, diversification, depth of personnel, and overall experience of the firm; the applicable experience of the proposed assigned staff, and the specific experience gained on similar projects.

Required Information:

Team Members

The Respondent shall provide five (5) resumes of the professional staff to be assigned to perform the Work. The resumes provided shall include, at a minimum: Project Manager Engineer of record (primary), Project Manager Engineer of record (backup) Staff Engineer (primary) and Staff Engineer (backup), and Hydrogeologist. Florida Licenses for all identified staff must be included. One individual resume can serve in a maximum of two (2) roles. Persons whose resumes are submitted must actually perform the Work unless Respondent receives prior approval by the COLC Project Manager.

At minimum, each resume shall present the employee's name, title, years of service with the firm and overall years of relevant experience. Years of relevant experience will be scored using the scale in the evaluation matrix. Resumes shall also identify any specialty or technical process expertise. Resumes shall also include employee's applicable professional registrations, education, and work experience, including key projects. In demonstrating experience, Proposer *must* indicate the position /role the individual had in the specific key project referenced.

The types of key projects may consist of the following but not limited to:

- Permitting and Design of drainage wells
- Permitting and Design of Treatment Wetland Projects
- Grant Reporting
- Permitting and Design of Gravity Pipeline projects

Years of Relevant Experience for Primary/Backup team members will be graded on the sliding scale below.

- Project Manager Engineer
 - Greater than or equal to twenty (20) years = 5 points
 - 15 – 19.9 years = 4 points
 - 10 – 14.9 years = 3 points
 - 5 – 9.9 years = 2 points
 - Less than 5 years = 1 point

- Staff Engineer
 - Greater than or equal to ten (10) years = 5 points
 - 7 – 9.9 years = 4 points
 - 4 – 6.9 years = 3 points
 - 1 – 3.9 years = 2 points
 - Less than 1 year = 1 point

- Hydrogeologist
 - Greater than or equal to ten (10) years = 5 points
 - 7 – 9.9 years = 4 points
 - 4 – 6.9 years = 3 points
 - 1 – 3.9 years = 2 points
 - Less than 1 year = 1 point

Resumes shall be no more than two (2) pages in length; single sided, and on 8.5" by 11" sized paper. If more than two (2) pages are submitted, only the information contained on the first two (2) pages will be evaluated by COLC. No more than five (5) resumes will be evaluated.

KNOWLEDGE AND UNDERSTANDING OF PROJECT OBJECTIVES AND PRIOR EXPERIENCE WITH SIMILAR PROJECTS

Maximum score for this criterion is: 30 POINTS

Evaluation of this criterion shall include an assessment of the team's experience in undertaking projects that cover the range of services anticipated in this contract. Qualities and indicators that will receive consideration generally include the project team's understanding of the project, the team's approach and management plan, and the team's qualifications and professional references. This project represents a new and novel method of treatment and disposal and the team should clearly define their understanding of the project goals, project challenges, and their proposed project approach to successfully complete the project.

1. Proposer shall provide project information for a minimum of three (3) and up to a maximum of five (5) projects within the state of Florida, completed in the past six (6) years as of this RFQ's Due Date, that cover the range of services anticipated for this project. At a minimum documented projects should provide experience in the following areas:
 - a) Design of gravity drainage wells
 - b) Underground Injection Control (UIC) permitting for gravity drainage or recharge wells
 - c) Treatment wetland design and modeling
 - d) Gravity pipeline design and modeling

For each project presented identify the team members that worked in key roles. Describe any working relationship between the prime and subcontractors on the selected projects. Include contact information for a project reference, preferably the project owner or a representative and a statement regarding completion of the project within time and budget constraints.

2. Proposer shall provide a description of their approach for this project relative to design and permitting. This section should discuss the team's understanding of the project purpose/goals, potential project challenges and how they will be addressed, and how the project will be designed and constructed within the proposed budget and schedule.

Proposer's response for section 1 shall be limited to no more than two (2) pages per project, 1-sided, single-spaced, on 8.5 x 11 sized paper. Responses to section 2 shall be limited to two (2) pages of text. Responses that are longer than twelve (12) pages will not be evaluated after page twelve (12).

PROJECT MANAGER-ENGINEER OF RECORD PROXIMITY TO COLC

Maximum score for this criterion is: 10 POINTS

Provide the address of Respondent's office that the proposed Primary Project Manager-Engineer of Record normally works from and its distance from COLC located at 205 N. Marion Ave., Lake City, Florida.

In order to receive points for this criterion, Respondent's office must be occupied and staffed with at least three (3) employees for a duration of six (6) months, prior to the due date stated in this RFQ. Additionally, the office shall not be used as residential premises.

Evaluation of location is as follows:

Office in Columbia County 0 – 50 miles (10 points)

Office between 51 to 100 miles from COLC City Hall (5 points)

Office between 101 miles + from COLC City Hall (0 points)

COMPLETENESS OF PROPOSAL

Maximum score for this criterion is: 10 POINTS

DESIGN APPROACH AND WORK PLAN

Maximum score for this criterion is: 20 POINTS

Respondent shall provide an explanation of how it typically manages its engagements to realize project budgetary goals, timetables and quality control objectives. Proposer shall explain, for this specific Scope of Work, how it intends to meet the goals, timetables and quality criteria established herein. Consideration shall be given for cost effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the deliverables.

Respondent shall also provide a project schedule indicating: (i) all the activities envisioned to fulfill the requirements of the Work; (ii) the estimated duration for each activity; (iii) the estimated man-hours for each activity; and (iv) the total estimated man-hours each primary Team Member, identified in the Section titled "Professional Staff Experience", will devote to the Work through completion. As stated below, the "Share of Project Work" should be calculated using

the man-hours indicated on the project schedule. Additionally, the project schedule must demonstrate the utilization of any Subcontractors.

Share of Project Work shall be defined as the number of assigned hours to the project for each individual primary Team Member divided by the total hours on the project, expressed as a percent. This information will be taken from the project schedule referenced in this Section, and will be rounded two decimal places. COLC prefers that the Share of Project Work information be submitted in a Microsoft Excel format. The same information should also be submitted with the hard copy of the Qualifications.

Please use your own form for this section. Proposer’s response must be limited to four (4) pages per project, not including the Share of Project Work table.

All responses will be ranked individually using this criteria matrix.

Professional Staff Experience and Availability	30
Knowledge and understanding of project objectives and prior experience with similar projects	30
Project Manager-Engineer of Record Proximity to COLC	10
Completeness of proposal	10
Design Approach and Work Plan	20
MAXIMUM ALLOWABLE POINTS	100

PROJECTED TIMETABLE

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFQ process.

Event	Date
Issue RFQ Notice	October 6, 2019
Last Date for Receipt of Written Questions	October 29, 2019 @4:00 pm
Addendum Issued (If Applicable)	October 30, 2019
Proposal Due Date	November 14, 2019 @ 11:00 am
Evaluation Committee Meeting	November 27, 2019 @ 10:00 am
Oral Presentations/Interviews if necessary	TBD - December 2019
Recommendation Presented for Approval	NLT – January 2020

Add Oral Presentations/Interviews (if necessary)

Note: Dates are subject to change. NLT = no later than. TBD = to be determined

TERMS & CONDITIONS

A. ADDENDUM

It will be the sole responsibility of the Proposer to contact the Procurement Department prior to submitting a proposal to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their proposal.

B. INCURRED EXPENSES

The City is not responsible for any expenses which Proposers may incur in preparing or submitting responses, including presentations and any other expenses called for in this Request for Proposal.

C. REQUIRED DOCUMENTS

The enclosed documents must be executed and returned with proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Drug Free Workplace Certificate, Non-Collusion Affidavit of Proposer, Reference, Public Entity Crime Statement and E-verify Affirmation Statement.)

D. INSURANCE

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

A. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.

1. Professional liability insurance to provide coverage of not less than one million dollars (\$1,000,000).
2. Workers' compensation insurance to apply for all employees of the contractor, sub-contractors and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.
3. Commercial General Liability insurance to provide coverage of not less than one million dollars (\$1,000,000) combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
4. Business Vehicle/Umbrella Liability insurance with a minimum limit of \$200,000 per occurrence, and \$300,000 for all claims arising out of the same incident or occurrence, for

property damage and personal injury. Notice, these limits may change according to Florida law and the protections afforded to the City pursuant to sovereign immunity for liability.

The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

E. INDEMNITY:

Successful contractor will indemnify and hold Owner and Owner's agents harmless from any loss, cost, damage or injury sustained by any persons (s) as a result of the actions of employees or officers of the Contractor, subcontractors or suppliers.

F. EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY):

In accordance with State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR is a state or local government, the CONTRACTOR may choose to verify only new hires assigned to the Agreement; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Agreement; and (4) include these requirement in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

G. PUBLIC RECORD:

The Owner is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (386) 719-5826 OR (386) 719-5756, CITYCLERK@LCFLA.COM, CITY CLERKS OFFICE, 205 N MARION AVE., LAKE CITY, FL, 32055.

H. ADDITIONAL INFORMATION:

The City of Lake City Procurement Department reserves the right to request any additional information needed for clarification from any Respondent for evaluation purposes.

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**SWORN STATEMENT UNDER SECTION
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid No. _____.
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Identification No.(FEIN) is _____. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____.
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid 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 misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, 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.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes 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 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision 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.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in 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, and (Please indicate which additional statement applies)

There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature:_____Date_____

STATE OF_____

COUNTY OF_____

Personally appeared before me, the undersigned authority, _____ who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20_____.

Notary Public, State at large

My Commission Expires:

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____ and principal office in _____.

City & State
City & State

2. The above-named entity is submitting a Proposal for the City of Lake City **RFQ-002-2020** described as **Ichetucknee Quality and Quantity Enhancement Project**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this _____ day of _____ 20____.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally Known _____ Or produced identification _____.

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public.

My commission expires _____.

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

Firm Date

Authorized Signature Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____(print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

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

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

Authorized Signature

Date Signed

State of Florida

County of _____

Sworn to and subscribed before me this ____day of _____20____.

Personally known_____or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires:_____

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NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____ the Bidder
Title Company Name
that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

Notary Public, State of Florida My Commission Expires: _____

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E-VERIFY AFFIRMATION STATEMENT

RFQ/RFP/Bid /Contract No:

Project Description:

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

Authorized Company Person's Signature:

Authorized Company Person's Title:

Date: _____

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