

DESIGN & CONSTRUCTION ENGINEERING & INSPECTION  
SERVICES FOR RUNWAY 3-21 & ABANDONED RUNWAY  
CONVERSION

24-RFQG00712/EK

County of Hernando  
15470 Flight Path Drive  
Brooksville, FL 34604



County of Hernando  
Design & Construction Engineering & Inspection Services for Runway 3-  
21 & Abandoned Runway Conversion

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A - Sample Professional Services Agreement With Grant Conditions

## 1. INTRODUCTION

### 1.1. Summary

Hernando County Board of County Commissioners is seeking a qualified Respondent to generate designs for Runway 3-21 rehabilitation, Runway 3-21 shift, and an inactive runway conversion to a taxiway. The Respondent will also provide Construction Engineering and Inspection (CEI) services for the construction phase(s) of the projects.

### 1.2. Contact Information

**Erin Kluis Briggs**

Procurement Coordinator

15470 Flight Path Dr

Brooksville, FL 34604

Email: [ebriggs@co.hernando.fl.us](mailto:ebriggs@co.hernando.fl.us)

Phone: [\(352\) 754-4778](tel:(352)754-4778)

**Department:**

Airport

**Department Head:**

Steve Miller

Airport Manager

### 1.3. Timeline

<b>Advertisement</b>	February 14, 2024
<b>Pre-submittal Conference (Non-Mandatory)</b>	February 22, 2024, 9:00am Brooksville-Tampa Bay Regional Airport 15800 Flight Path Drive Brooksville, FL 34604
<b>Date Questions Due</b>	February 26, 2024, 5:00pm
<b>Date Answers Due to all Firms (Tentative)</b>	February 28, 2024, 5:00pm

<p><b>RFQ Submittal Due</b></p>	<p>March 18, 2024, 10:00am Join Zoom Meeting <a href="https://hernandoclerk.zoom.us/j/92161001651?pwd=a2hqSHA1eG1SZHNhYWNOSUVndWQ0UT09">https://hernandoclerk.zoom.us/j/92161001651?pwd=a2hqSHA1eG1SZHNhYWNOSUVndWQ0UT09</a></p> <p>Meeting ID: 921 6100 1651 Passcode: 234224</p> <p>---</p> <p>One tap mobile +13052241968,,92161001651#,,,,*234224# US +16469313860,,92161001651#,,,,*234224# US</p> <p>---</p> <p>Dial by your location</p> <ul style="list-style-type: none"><li>• +1 305 224 1968 US</li><li>• +1 646 931 3860 US</li><li>• +1 301 715 8592 US (Washington DC)</li><li>• +1 309 205 3325 US</li><li>• +1 312 626 6799 US (Chicago)</li><li>• +1 646 558 8656 US (New York)</li><li>• +1 669 444 9171 US</li><li>• +1 669 900 6833 US (San Jose)</li><li>• +1 689 278 1000 US</li><li>• +1 719 359 4580 US</li><li>• +1 253 205 0468 US</li><li>• +1 253 215 8782 US (Tacoma)</li><li>• +1 346 248 7799 US (Houston)</li><li>• +1 360 209 5623 US</li><li>• +1 386 347 5053 US</li><li>• +1 507 473 4847 US</li><li>• +1 564 217 2000 US</li></ul> <p>Meeting ID: 921 6100 1651 Passcode: 234224</p> <p>Find your local number: <a href="https://hernandoclerk.zoom.us/u/aez7DQVcRq">https://hernandoclerk.zoom.us/u/aez7DQVcRq</a></p>
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## 2. PROJECT DETAILS

### 2.1. [Runway 3-21 Rehabilitation Background](#)

Runway 3-21 was designed and constructed in 1942 and serves as the crosswind runway for Brooksville-Tampa Bay Regional Airport (BKV) at a size of 4,199 x 150 feet. The pavement section consists of 8 inches of concrete over sand and silt soils. The runway has been rapidly deteriorating over the years, with joint and corner spalling, joint seal damage and full depth cracking throughout. A pavement rehabilitation project was conducted in 2011 to repair the seal joints and the spalling. The reconstruction of Runway 3-21 design will include site work, drainage, electrical and contractor general conditions, wildlife survey and relocation if applicable, construction administration, and quality assurance testing. The reconstruction resulting from Runway 3-21 design may become fully or partially funded by the Federal Aviation Administration (FAA) and/or by the Florida Department of Transportation (FDOT).

### 2.2. [Runway 3-21 Shift Background](#)

In conjunction with the future extension of Runway 9-27, a shift of Runway 3-21 is necessary to prevent the creation of a "V" intersection which the FAA discourages as such an intersection can result in confusion for pilots navigating the airfield. Phase one of this project, the demolition of the northern section of Runway 3-21, has been completed and now, phase two, the southern shift of 815 feet of Runway 3-21, is necessary. The scope of this project will also include the shifting of Taxiway B to coincide with the shifting of Runway 3-21; along with the removal of a portion of Runway Drive that transverses through the Runway 3-21 safety area. Design to include site work, drainage, electrical and contractor general conditions, wildlife survey and relocation if applicable, construction administration, and quality assurance testing. This project was listed in the Airport's approved Master Plan and Airport Layout Plan. The construction resulting from Runway 3-21 shift design may become fully or partially funded by the FAA and/or by FDOT.

### 2.3. [Inactive Runway Conversion](#)

The Airport is currently negotiating a long-term lease agreement with an MRO operator that will be constructing a new maintenance hangar along the inactive runway on the west side of the BKV to service Group III and IV aircraft. To allow future growth, Taxiway C and the former runway will need to be improved and brought up to current FAA and FDOT design standards. The taxiway and decommissioned runway were originally constructed back in the 1940s and has been rapidly deteriorating over the years, with joint and corner spalling, joint seal damage and full depth cracking throughout. The project will include rehabilitation of Taxiway C and converting 3,000 feet of the 150 feet wide abandoned runway to a 75 feet wide taxiway. Design to include site work, drainage, electrical and contractor general conditions, wildlife survey and relocation if applicable, construction administration and quality assurance testing. The construction resulting from inactive runway conversion design may become fully or partially funded by the FAA and/or by FDOT.

### 2.4. [Construction Engineering & Inspection](#)

Construction Engineering & Inspection (CEI) services will be needed for the 3 (three) projects listed. This includes, but is not limited to, ensuring FAA and FDOT compliance with materials and labor standards, in

addition to serving as the County's representative on the project and faithfully represent the County's interest in all matters.

## 2.5. Scope of Work

The scope of the project will consist of the following components:

- A. Design of Runway 3-21 Rehabilitation;
- B. Design of Runway 3-21 Shift, as detailed within the Airport's approved Airport Layout Plan and Master Plan;
- C. Design of inactive runway conversion to taxiway;
- D. Airfield Nav-Aid relocation;
- E. Development of Construction Safety and Phasing Plan (CSPP);
- F. Airspace coordination (OE/AAA) and permitting.
- G. Construction Engineering & Inspection (CEI) services

The scope of work for the selected Proposer will generally include, but will not be limited to the following:

- A. Preparation of design submittals for review and approval at 30%, 60%, 90%, and 100% construction contract documents (to include survey, geotechnical reports, CSPP, and all applicable permits);
- B. Attend agency presentations/meetings;
- C. Conduct field reviews;
- D. Preparation of plans, specifications, and engineer's reports;
- E. Develop cost estimates and project schedules;
- F. Conduct cost/benefit analysis;
- G. Provide bidding documentation (plans and specifications) and support as described in accordance with local, FDOT, and FAA guidelines;
- H. Respond to design variation/exception requests;
- I. Environmental assessments, investigations, permit acquisition, reports, and other environmental services as required;
- J. Southwest Florida Water Management District (SWFWMD) Permit Application Packages (Notice of General Permit or Exemption Verification);
- K. Bidding and award assistance;

- L. Construction phase; including Resident Project Representative and quality assurance testing services;
- M. Grant assistance with FAA/FDOT construction application(s);
- N. Grant Compliance services, such as review of Certified Payrolls, Wage Rate Reviews, Buy American Build American Certifications, Davis-Bacon bulletin board review:
- O. Grant Reports services such as DBE reporting, assistance with FDOT and FAA quarterly reports and grant closeout documents:
- P. FAA and FDOT coordination;
- Q. Post-design services.

## 2.6. Project Schedule

- A. 60% plans are due ninety (90) days from contract award.
- B. 100% plans are due ninety (90) days from approval of the 60% plans.
- C. Final plans are due sixty (60) days from approval of the 100% plans.
- D. All plans will be designed using the design criteria and standards of the Florida Greenbook.
- E. Construction Engineering & Inspection (CEI) services



### 3. SELECTION PROCESS

#### 3.1. Acquisition of Professional Services F.S. 287.055

The selection of an architect/engineer/consultant will be conducted in accordance with Florida Statute **287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.**

The process will involve two (2) stages:

- A. Submittals will be screened and scored.
- B. No less than three firms will be short listed and, if necessary, be invited to participate in oral interviews.

The Hernando County Board of County Commissioners will attempt to negotiate a contract with the highest ranked firm. Following is additional information related to the selection process:

#### 3.2. Non-Mandatory Pre-submittal Conference:

To ensure sufficient information is available to firms preparing submittals, a non-mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have Hernando County Board of County Commissioners staff available to discuss the project.

The non-mandatory pre-submittal conference will be held at:

Location: Brooksville-Tampa Bay Regional Airport 15800 Flight Path Drive Brooksville, FL 34604

Date: Thursday, February 22, 2024

Time: 9:00 am

#### 3.3. Architect/Engineer/Consultant's Submittals:

Specific requirements for submittals and scoring criteria are detailed in [Submittal Requirements](#) .

**Submittals must be received at:** <https://secure.procurenw.com/portal/hernandocounty>

Deadline for receipt is: Monday, March 18, 2024 at 10:00 am.

The Hernando County Board of County Commissioners assumes no responsibility for costs related to the preparation of submittals.

#### 3.4. Deadline

Responses may be received up to but not later than Monday, March 18, 2024 at 10:00 am via the Hernando County Board of County Commissioners e-Procurement Portal located at <https://secure.procurenw.com/portal/hernandocounty>. The Hernando County Board of County Commissioners e-Procurement Portal clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The Hernando County Board of County Commissioners strongly recommends completing your response well ahead of the deadline.

### 3.5. Addenda Notification and Acknowledgement

Addenda Notification: Respondents are required to register for an account via the Hernando County Board of County Commissioners e-Procurement Portal hosted by OpenGov. Once Respondent has completed registration, you will receive addenda notifications to your email by clicking “Follow” on this project. Ultimately, it is the sole responsibility of each Respondent to periodically check the site for any addenda at <https://secure.procurenow.com/portal/hernandocounty>.

### 3.6. Submitting Questions and Receiving Responses

Respondents shall submit all inquiries regarding this RFQ via the Hernando County Board of County Commissioners e-Procurement Portal, located at <https://secure.procurenow.com/portal/hernandocounty>. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the Hernando County Board of County Commissioners e-Procurement Portal. Respondents may also click “Follow” on this RFQ to receive an email notification when answers are posted. It is the responsibility of the Respondents to check the website for answers to inquiries.

## 4. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. The County will review all proposals received as part of a documented evaluation process. For each decision point in the process, the County will evaluate proposals according to specific criteria and will then elevate a certain number of proposals to the next level. Proposals not previously elevated may be elevated later if the previously elevated proposals lead to an unsuccessful outcome. Following are elements that will be used to evaluate each firm's qualifications:

### 4.1. PROJECT TEAM

Identify the Project Principal, the Project Manager, key staff and Sub-Consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant Sub-Consultant experience.

### 4.2. FIRM/TEAM CAPABILITIES

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., Sub-Consultants' role delineated)?
- Current and projected work load.

Note: Organization charts and graphs depicting the firm/team's capacity may be included.

### 4.3. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's Project Manager for every project listed.

#### 4.4. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
  - Establish and maintain estimates of probable cost within owner's established budget
  - Control Consultant contract costs
  - Coordinate value engineering activities
- Quality Control Methodology.
  - Insure County procedures are followed
  - Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
  - Insure the project is designed for durability and maintainability
- Schedule.
  - Manage the required work to meet the established schedule

#### 4.5. PROJECT AVAILABILITY

Describe where the Prime and Sub-Consultants will do the key work elements of this project.

- Provide availability to coordinate with the County's Project Manager and the potential project
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

## 5. EVALUATION PHASES

- A. The Professional Services Review Committee (PSRC) will review all Proposals received and establish a short list in order of preference of no fewer than three (3) Proposers deemed to be the most qualified to provide the service requested based on the criteria set forth above.
- B. Proposal Opening: Proposal submittals shall be received and publicly opened. Only the names of Respondents will be read at this time.
- C. Compliance: A preliminary evaluation by the County shall determine whether each received proposal is complete and compliant with all instructions and/or submittal requirements in the RFQ. Any proposals that are incomplete or that do not comply with the instructions and/or submittal terms and conditions may be rejected and excluded from further consideration. Firm proposals that are compliant are advanced to the written evaluation stage.
- D. Written Evaluation: The County will evaluate written proposals according to the criteria outlined above and described further in the "Evaluation Phases" section of this RFQ. The highest ranked proposals will advance to a Shortlist and, if necessary, Oral Presentations as deemed appropriate by the Evaluation Team.
- E. Oral Presentations (as necessary): Vendors that are advanced to this stage will be required to complete oral presentations and interviews with County Evaluators. The presentations will be evaluated by the PSRC. The County will rank order firms by evaluation score and begin negotiations with the most qualified firm.
- F. Negotiations: If the Committee or the Board is unable to negotiate a satisfactory Contract with the first selected Proposer, negotiations with that Proposer shall be terminated and the Committee or the Board shall attempt to negotiate a Contract with the next most qualified Proposer. If these negotiations are not successful, negotiations shall be terminated with the second Proposer and attempted with the third most qualified. If the Board or the Committee is not successful in negotiating a satisfactory Contract with any of the selected Proposers, the Board or the Committee shall select additional Proposers in order of their qualifications and continue negotiations until an agreement is reached or, if no agreement can be reached, the Board may reject all Proposals and may re-advertise for new Proposals. All Contracts negotiated by the Committee shall be subject to final approval by the Board unless such approval is waived by the Board.

### 5.1. Written Evaluation

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	<p><b>PROJECT TEAM</b></p> <ul style="list-style-type: none"> <li>• Qualifications and relevant individual experience.</li> <li>• Unique knowledge of key team members relating to the project.</li> <li>• Experience on projects as a team.</li> <li>• Key staff involvement in project management and on-site presence.</li> <li>• Time commitment of key staff.</li> <li>• Qualifications and relevant Sub-Consultant experience.</li> </ul>	Points Based	20 <i>(20% of Total)</i>
2.	<p><b>FIRM CAPABILITIES</b></p> <ul style="list-style-type: none"> <li>• Are the lines of authority and coordination clearly identified.</li> <li>• Are essential management functions identified?</li> <li>• Are the functions effectively integrated? (e.g., Are Sub-Consultants' roles delineated?)</li> <li>• Current and projected work load.</li> </ul>	Points Based	40 <i>(40% of Total)</i>
3.	<p><b>PRIOR EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience of the key staff and firm with projects of similar scope and complexity.</li> <li>• Demonstrated success on past projects of similar scope and complexity.</li> <li>• References.</li> </ul>	Points Based	20 <i>(20% of Total)</i>
4.	<p><b>PROJECT APPROACH</b></p> <ul style="list-style-type: none"> <li>• Budget methodology/cost control.</li> <li>• Quality control methodology.</li> <li>• Schedule maintenance methodology.</li> </ul>	Points Based	10 <i>(10% of Total)</i>

5.	<p><b>PROJECT AVAILABILITY</b></p> <ul style="list-style-type: none"> <li>● Provide availability to coordinate with the County's Project Manager and the potential project</li> <li>● Firm's familiarity with the project area.</li> <li>● Knowledge of the local labor and material markets.</li> </ul>	Points Based	10 <i>(10% of Total)</i>
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5.2. Oral Presentations (as required)

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>PROJECT TEAM</b></p> <ul style="list-style-type: none"> <li>● Qualifications and relevant individual experience.</li> <li>● Unique knowledge of key team members relating to the project.</li> <li>● Experience on projects as a team.</li> <li>● Key staff involvement in project management and on-site presence.</li> <li>● Time commitment of key staff.</li> <li>● Qualifications and relevant Sub-Consultant experience.</li> </ul>	Points Based	20 <i>(20% of Total)</i>
2.	<p><b>FIRM CAPABILITIES</b></p> <ul style="list-style-type: none"> <li>● Are the lines of authority and coordination clearly identified.</li> <li>● Are essential management functions identified?</li> <li>● Are the functions effectively integrated? (e.g., Are Sub-Consultants' roles delineated?)</li> <li>● Current and projected work load.</li> </ul>	Points Based	20 <i>(20% of Total)</i>

3.	<p><b>PRIOR EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>● Experience of the key staff and firm with projects of similar scope and complexity.</li> <li>● Demonstrated success on past projects of similar scope and complexity.</li> <li>● References.</li> </ul>	Points Based	<p>40 <i>(40% of Total)</i></p>
4.	<p><b>PROJECT APPROACH</b></p> <ul style="list-style-type: none"> <li>● Budget methodology/cost control.</li> <li>● Quality control methodology.</li> <li>● Schedule maintenance methodology.</li> </ul>	Points Based	<p>10 <i>(10% of Total)</i></p>
5.	<p><b>PROJECT AVAILABILITY</b></p> <ul style="list-style-type: none"> <li>● Provide availability to coordinate with the County's Project Manager and the potential project</li> <li>● Firm's familiarity with the project area.</li> <li>● Knowledge of the local labor and material markets.</li> </ul>	Points Based	<p>10 <i>(10% of Total)</i></p>



## 6. DEFINITIONS

**"Addenda"** means written or graphic instrument(s) issued by the County prior to the execution of the Agreement which modify or interpret the Request for Qualifications by additions, deletions, clarifications, corrections or other type of modifications. Addenda will become part of the Contract Documents when the Agreement is executed.

**"Agreement"** means a legal document, executed by the County and the Successful Proposer, which supersedes all prior negotiations, representations, or agreements, either written or oral. The Agreement, as amended from time to time, forms the Contract between County and the Successful Proposer setting forth the roles, responsibilities and obligations of the parties including, but not limited to, the performance of the Services and the basis of payment.

**"Contract Documents"** means the Request for Qualifications, including Addenda to such, the Agreement, including Addenda to such, Proposer's Proposal, Scope of Services, Certificate(s) of Insurance, Notice of Intent to Award, Notice of Award, Proposer's Representation and Certification Form, Proposer's Hold Harmless Agreement, and any other documents mailed, e-mailed or otherwise transmitted to the Proposer prior to or after the submittal of their Proposal, and prior to or after Award, all of which are all to be treated as one in the form of the Contract Documents.

**"Contractor"** may be used interchangeably with "Consultant" or "Vendor" and means the Successful Proposer in the context of the Request for Qualifications. In the context of the Contract Documents, Contractor means any company, firm, partnership, corporation, association, joint venture, or other legal entity permitted by law to perform the Services in the State of Florida. Such legal entity shall be the entity that enters into a written Agreement with the County to perform the Services for the Project described in the Contract Documents. The Contractor will have sole responsibility for the performance of the Services covered under an Agreement that is awarded in conjunction with this Request for Qualifications.

**"County"** means Hernando County Board of County Commissioners, its officers, employees, agents and volunteers. The County is the Owner of the project contemplated in this solicitation.

**"Evaluation Team"** means County employees selected to evaluate and score the Proposals and Oral Presentation (if applicable) and recommend to the Board the Successful Proposer for an award. This term is used interchangeably with "Professional Services Review Committee (PRSC)".

**"F.S."** means Florida Statutes, the version of which is in effect on the effective date of the Contract unless otherwise indicated.

**"Minor Irregularity"** means a variation from the Request for Qualifications terms and conditions which does not affect the price or give the Proposer an advantage or benefit not enjoyed by the other Proposers or does not adversely impact the interests of the County.

**"Notice of Award"** means a written notice submitted by the County notifying the Successful Proposer that they have been awarded the project.

**"Notice of Intent to Award"** means a written notice submitted by the County notifying the Successful Proposer that the County intends to award the project to them contingent upon the Successful Proposer executing the Agreement and submitting any outstanding documents.

**"Notice to Proceed"** means a written notice issued by the County to the Successful Proposer fixing the date on which the Successful Proposer shall start the performance of the Services and the length of time for the completion of the Services, in accordance with the Contract Documents.

**"Pre-Proposal Meeting"** means a meeting at which all Proposers gather to obtain additional information as to the scope of Services required under the Request for Qualifications.

**"Public Opening"** means the opening of the Proposals and the announcing of the Proposers who submitted a Proposal in response to the Request for Qualifications in the presence of the public.

**"Proposal"** may be used interchangeable with "Submittals" or "Responses" and means the response to the Request for Qualifications submitted by the Proposer.

**"Proposer"** may be used interchangeably with "Respondent" or "Responder" and means the entity that submits a Proposal to the County in response to the Request for Qualifications.

**"Recommendation of Award"** means a written notification sent by way of facsimile or electronic e-mail to those who submitted a Proposal in response to this Request for Qualifications advising them of the County's decision for its selection of the Successful Proposer and its intent to award to that Proposer.

**"Request for Qualifications"** may be used interchangeably with "Request for Proposals", "RFQ" and "RFP", and means the contents of this solicitation and all supporting documents including Addenda to such, or other related information transmitted to Proposers.

**"Responsive"** means a Proposal that conforms in all material respects to the Request for Qualifications requirements.

**"Responsible Proposer"** means a Proposer who shows that they have the capability in all respects to perform fully the Services outlined in the Request for Qualifications, and the integrity and reliability that will assure good faith performance.

**"Services"** means all supervision, labor, materials, equipment, supplies, Sub-Contractors, and incidental expenses required by the Proposer to execute and complete the requirements of the Services outlined in the Contract Documents, including those prescribed or implied.

**"Sub-Contractor"** may be used interchangeably with "Sub-Consultant" and means an entity having a direct Contract with the Successful Proposer or with any other Sub-Contractor of the Successful Proposer who will provide product(s) or Services(s) for the performance of a part of the Services required under the Contract Documents under the sole control and direction of the Contractor.

**"Successful Proposer"** means the Proposer who the County awards an agreement to based on County's evaluation of the Proposers' qualifications and pricing as hereinafter provided.

**"Timeline"** means the list of critical dates and actions involved in the Request for Qualifications.

## 7. INSTRUCTIONS FOR PREPARING PROPOSALS

1. The Proposal must name all persons or entities interested in the Proposal as principals. The Proposal must declare that it is made without collusion with any other person or entity submitting a Proposal pursuant to this RFQ.

2. Sub-Contractors/Sub-Consultants: The Hernando County BOCC reserves the right to approve all Sub-Contractors and/or Sub-Consultants for this Contract. If Sub-Contractors are to be utilized, their names and references must be included within this initial Proposal. Responsibility for the performance of the Contract remains with the awarded Contractor exclusively. Sub-Contractors may be added to this Contract during the Contract period only with PRIOR WRITTEN PERMISSION from the Hernando County BOCC.

3. Proposer shall identify any work for this project that will be performed outside the United States of America. The company to perform the work, the country in which the work will be done, and the entity responsible for quality assurance/quality control for that work shall be identified.

4. Miscellaneous Requirements:

4.1 The Proposer/Contractor shall possess all the appropriate licenses, permits and tariffs required by various governmental agencies having jurisdiction over such services. A copy of all the required licenses will be required prior to award of a Contract, including certification of a Florida certified professional engineer.

4.2 The Hernando County BOCC or its authorized representative reserves the right to obtain all documentation deemed appropriate to verify the Contractor is meeting all regulations and specification requirements.

4.3 Any damage to facilities, equipment or property, due to the incompetence or negligence of the Contractor's personnel including Sub-Contractors that occurs, shall be the responsibility of the Contractor. The Contractor shall reimburse the owner of the damaged facility, equipment or property for any cost to repair damage, beyond reasonable wear, caused by the Contractor.

4.4 The Provider's and their Sub-Contractor's personnel who perform the work in connection with this Contract shall meet the requirements of the Hernando County BOCC drug policy.

## 8. TERMS AND CONDITIONS

1. The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award a Contract to the next most qualified Proposer if a successful Proposer does not execute a Contract within thirty (30) days after approval of the selection by the Board of County Commissioners or other competent authority.
2. Hernando County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Purchasing Policy.
3. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
4. The Contract that the County intends to use for award is attached as Exhibit "A" for reference. Any exceptions to this standard Contract must be clearly indicated by return of the standard Contract with the Proposal, with exceptions clearly noted. The County has the right to require the selected Proposer to sign the attached Contract or to negotiate revisions to the Contract language prior to execution of the Contract, at its sole discretion.
5. Information regarding Committee scheduling and Board approvals are available by calling the Purchasing and Contracts Department at (352) 754-4020.
6. A person or affiliate who has been placed on the Convicted Consultant/Firm List pursuant to section 287.133, F.S., following a conviction for a 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 a public entity, may not be awarded or perform work as a Consultant/Firm, supplier, Sub-Contractor or Consultant/Firm 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, F.S., for CATEGORY TWO (2) for a period of thirty-six (36) months from the date of being placed on the Convicted Consultant/Firm List.
7. The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the Board of County Commissioners.
8. Proposers shall list all proposed Sub-Contractors to be used, regardless of racial or gender grouping. Include names, addresses, phone numbers, type of work sub-contracted (discipline, trade or commodity) and proposed percentage of work.

## 9. INDEMNITY, SAFETY AND INSURANCE PROVISIONS

1. INDEMNITY: To the fullest extent permitted by Florida law, the Consultant/Firm covenants, and agrees that it will indemnify and hold harmless the County and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any act, action, neglect, or omission by Consultant/Firm, Sub-Contractors, or their assignees during the performance of the Contract, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that the Consultant/Firm, Sub-Contractors, or their assignees will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents, or employees.

### 2. PROTECTION OF PERSONS AND PROPERTY:

2.1 The Consultant/Firm will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under this Contract.

The Consultant/Firm will take all reasonable precautions to prevent damage, injury or loss to: (a) all persons who may be affected by the performance of its operations, including employees; (b) all materials and equipment; and (c) all property at or surrounding the work site. In an emergency affecting the safety of persons or property, the Consultant/Firm will act, with reasonable care and discretion, to prevent any threatened damage, injury or loss.

3. MINIMUM INSURANCE REQUIREMENTS: Consultant/Firm shall procure, pay for and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to the County of a Certificate(s) of Insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies. The insurance requirements shall remain in effect throughout the term of this Contract.

### 3.1 WORKERS' COMPENSATION: As required by law:

STATE.....Statutory

APPLICABLE FEDERAL.....Statutory

EMPLOYER'S LIABILITY.....Minimum:\$100,000 each accident

\$100,000 by employee

\$500,000 policy limit

Exemption per Chapter 440, F.S.: If a Consultant/Firm has less than three (3) employees and states that they are exempt per Chapter 440, F.S., they must provide an exemption certificate from the State of Florida. Otherwise, they will be required to purchase Workers' Compensation Insurance and provide a copy of Workers Compensation Insurance.

<https://www.myfloridacfo.com/Division/WC/Employer/Exemptions/>.

**3.2 GENERAL LIABILITY:** Comprehensive General Liability including, but not limited to, Independent Contractor, Contractual Premises/Operations, and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death.

**COVERAGE AS FOLLOWS:**

EACH OCCURRENCE.....\$1,000,000  
GENERAL AGGREGATE.....\$2,000,000  
PERSONAL/ADVERTISING INJURY.....\$1,000,000  
PRODUCTS-COMPLETED OPERATIONS AGGREGATE....\$2,000,000

Per Project Aggregate (if applicable)

ALSO, include in General Liability coverage for the following areas based on limits of policy, with minimum of:

FIRE DAMAGE (Any one (1) fire)..... \$50,000  
MEDICAL EXPENSE (Any one (1) person).....\$5,000

**3.3 ADDITIONAL INSURED:** Consultant/Firm agrees to endorse Hernando County as an additional insured on the Comprehensive General Liability. The Additional Insured shall read "Hernando County Board of County Commissioners." Proof of endorsement is required.

**3.4 WAIVER OF SUBROGATION:** Consultant/Firm agrees by entering into this Contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Consultant/Firm to enter into an pre-loss agreement to waive subrogation without an endorsement, then Consultant/Firm agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy that includes a condition specifically prohibiting such an endorsement, or voids coverage should Consultant/Firm enter into such an agreement on a pre-loss basis.

**3.5 AUTOMOBILE LIABILITY:** Comprehensive Automobile and Truck Liability covering any auto, all owned autos, scheduled autos, hired autos, and non-owned autos. Coverage shall be on an "occurrence" basis. Such insurance to include coverage for loading and unloading hazards.

**COVERAGE AS FOLLOWS:**

COMBINED SINGLE LIMIT (CSL).....\$1,000,000  
BODILY INJURY (Per Person).....\$1,000,000  
BODILY INJURY (Per Accident).....\$1,000,000  
PROPERTY DAMAGE.....\$1,000,000

3.6 PROFESSIONAL LIABILITY: including Errors and Omissions with minimum limits of \$3,000,000.00 per occurrence, if occurrence form is available; or claims made form with “tail coverage” extending three (3) years beyond completion and acceptance of the project with proof of “tail coverage” to be submitted with the invoice for final payment. In lieu of “tail coverage”, Consultant/Firm may submit annually to the County a current Certificate of Insurance proving claims made insurance remains in force throughout the same three (3) year period.

Notwithstanding the requirements for Professional Liability Insurance listed above, Engineer and/or Architect must provide evidence of coverage, a minimum of \$1,000,000.00.

3.7 EXCESS/UMBRELLA LIABILITY: Consultant/Firm shall provide proof of Excess/Umbrella Liability coverage with minimum limits of \$1,000,000. Limits can be increased, based on Contract.

3.10 SUB-CONTRACTORS (if applicable): All Sub-Contractors hired by said Contractor are required to provide Hernando County Board of County Commissioners a Certificate of Insurance with the same limits required by the County as required by the Contract. All Sub-Contractors are required to name Hernando County Board of County Commissioners as additional insured and provide a Waiver of Subrogation in regard to General Liability.

3.11 RIGHT TO REVISE OR REJECT: County reserves the right, but not the obligation, to demand revision of any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, County reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operating legally.

3.12 Each insurance policy shall include the following conditions by endorsement to the policy:

3.12.1 Consultant/Firm agrees to provide County with a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and the Certificate of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Consultant/Firm’s insurer. If the Consultant/Firm receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant/Firm agrees to notify the County by fax within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder shall read:

Hernando County Board of County Commissioners

ATTN: Human Resources/Risk Department

15470 Flight Path Drive

Brooksville, FL 34604

3.12.2 Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles which all are the sole responsibility and risk of Consultant/Firm.

3.12.3 The term "County" or "Hernando County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments, and offices of the County and individual members, employees and agents thereof in their official capacities, and/or while acting on behalf of Hernando County.

3.12.4 The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's self-insured retentions of whatever nature.

3.13 The Consultant/Firm shall be required to provide a current Certificate of Insurance to the County prior to commencement of services.

3.14 Proposers may, at the County's request, be required to provide proof that their firm meets the preceding insurance requirements, by submission of a Certificate of Insurance coverage(s), prior to award of the Contract.

3.15 Failure of the County to demand such certificates or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provided shall not be construed as a waiver of the Consultant/Firm's obligation to maintain such insurance.



## 10. MAINTENANCE OF RECORDS

The Proposer/Contractor will keep adequate records and supporting documents applicable to this Contract. Said records and documentation will be retained by the Proposer/Contractor for a minimum of five (5) years from the date of final payment on this Contract. The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary during the period of this Contract and a period of five (5) years after final payment on this Contract; however, such activity shall be conducted only during normal business hours. During the period of time defined by the preceding sentence, the County also has the right to obtain a copy of and otherwise inspect any audit made at the direction of the Proposer/Contractor concerning the aforesaid records and documentation. Pursuant to Section 119.0701, F.S., Consultant/Firm shall comply with the Florida Public Records' laws and shall:

1. Keep and maintain 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.
5. Failure to comply with this section shall be deemed a breach of the Contract and enforceable as set forth in section 119.0701, F.S.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-754-4020, PURCHASING@HERNANDOCOUNTY.US, OR OFFICE LOCATED AT 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604.**

## **11. SHORTLISTS, PROTESTS AND LOBBYING**

The recommended short list of firms will be posted for review by interested parties on OpenGov as a Notification to this solicitation and will remain for a period of five (5) full business days. Failure to file a protest to the Chief Procurement Officer by 5:00 PM on the fifth full business day after posting date shall constitute a waiver of protest proceedings. Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S. Additional information relative to lobbying and protests can be found at the following site:  
[www.Hernandocounty.us/purchasing](http://www.Hernandocounty.us/purchasing).

## 12. CONE OF SILENCE

This solicitation falls under the Hernando County Procurement Ordinance 93-16 (Current Edition). After a Bid is opened or a short list is established for a Request for Proposals or Request for Qualifications, a Vendor/Consultant or representative as defined in the Ordinance may not seek information or clarification or in any way contact any official or employee of the County concerning this solicitation with the exception of the Chief Procurement Officer, County Attorney or an individual specifically designated in this document for dissemination of information. A copy of any written communication concerning this solicitation shall be filed with the Procurement Department and shall be made available to the public upon request. A violation of the “Cone of Silence” renders any award voidable at the sole discretion of the Chief Procurement Officer with approval from the Board of County Commissioners and may subject the potential Vendor/Consultant or representative to debarment. Nothing in the Ordinance prevents a Vendor/Consultant or representative from taking part in a public meeting concerning the solicitation.

1. All Vendors/Consultants or representatives are hereby placed on formal notice. A lobbying “Cone of Silence” period shall commence upon issuance of the solicitation until the Board selects the successful Proposer. For procurements that do not require Board approval, the “Cone of Silence” period commences upon solicitation issuance and concludes upon Contract award.
2. Neither the members of the Board of County Commissioners nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the Professional Services Review Committee are to be lobbied, either individually or collectively, concerning this project. Vendors/Consultants or representatives who intend to submit qualifications, or who have submitted qualifications, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification for this project.

### 13. E-VERIFY

1. Consultant/Firm is advised that the County has entered into an agreement with U.S. Immigration and Customs Enforcement (ICE) wherein the County will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your Bid/Proposal, Consultant/Firm represents and warrants (a) that the Consultant/Firm is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States, (b) that all of the Consultant/Firm employees are legally eligible to work in the United States, and (c) that the Consultant/Firm has actively and affirmatively verified such eligibility utilizing the Federal Government's Employment Verification Eligibility Form (I-9 Form).
2. A mere allegation of Consultant/Firm's intent to use and/or current use of unauthorized workers may not be a basis to delay the County's award of a Contract to the Consultant/Firm unless such an allegation has been determined to be factual by ICE pursuant to an investigation conducted by ICE prior to the date the Contract is scheduled to be awarded by the County.
3. Legitimate claims of the Consultant/Firm's use of unauthorized workers must be reported to both of the following agencies:
  - 3.1 The County's Purchasing and Contracts Department at (352) 754-4020; and
  - 3.2 ICE (Immigration and Customs Enforcement) at 1-866-DHS-2-ICE
4. In the event it is discovered that the Consultant/Firm's employees are not legally eligible to work in the United States, then the County may, in its sole discretion, demand that the Consultant/Firm cure this deficiency within a specified time frame, and/or immediately terminate the Contract without any cost or penalty to the County, and/or debar the Consultant/Firm from bidding on all County Contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.
5. Consultant/Firm is required to incorporate the following IMAGE Best Practices into its business and, when practicable, incorporate verification requirements into its agreements with Sub-Contractors:
  - 5.1 Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.
  - 5.2 Use the Social Security Number Verification Service and make good faith effort to correct and verify the names and Social Security numbers of the current workforce.
  - 5.3 Establish a written hiring and employment eligibility verification policy.
  - 5.4 Establish an internal compliance and training program related to the hiring and employment verification process, including, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.

- 5.5 Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review of each employee's verification to minimize the potential for a single individual to subvert the process.
- 5.6 Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.
- 5.7 Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process.
- 5.8 Establish a program to assess Sub-Contractors' compliance with employment eligibility verification requirements. Encourage Consultant/Firms to incorporate the IMAGE Best Practices contained in this article and, when practicable, incorporate the verification requirements in Sub-Contractor agreements.
- 5.9 Establish a protocol for responding to letters received from federal and state government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.
- 5.10 Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.
- 5.11 Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. Citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.
- 5.12 Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.

## **14. CONTRACT AWARD**

Award will be made at the earliest possible Hernando County BOCC Board meeting subsequent to the evaluation process. It is incumbent on Proposers to contact the Purchasing Department to determine the successful Proposer(s). This Request for Qualifications is issued in accordance with and shall be governed by the provisions of the County's Purchasing Policy.

## **15. SIGNING OF THE AGREEMENT**

When the County gives a Notice of Intent to Award to the successful Proposer, it will be accompanied by an unsigned Agreement. Within ten (10) calendar days thereafter the successful Proposer shall execute and deliver to the County the Agreement, along with a Certificate of Insurance that shows policies, limits and other conditions in compliance with that outlined in the Request for Qualifications. Upon award and execution of the Agreement by the County, one (1) executed copy of the Agreement shall be delivered to the successful Proposer.

## **16. RESPONSIVENESS OF THE PROPOSAL/DISQUALIFICATION**

1. A responsive Proposal is one that complies with and conforms to the requirements of this Request for Qualifications. A Proposal requiring changes to any portion of this Request for Qualifications may be considered non-responsive. A Proposal that fails to comply with the criteria outlined in this Request for Qualifications may be deemed non-responsive.
2. A Proposal may be rejected if found to be conditional, irregular, incomplete or not in conformance with the requirements and instructions contained herein, such as, but not limited to: (1) failure to strictly comply with and satisfactorily address the prerequisite criteria, (2) failure to provide the required forms or other documentation, (3) incomplete, indefinite or ambiguous language, (4) failure to submit the information needed to evaluate the Proposals based on the Evaluation Criteria, and (5) improper and/or undated signatures.
3. Other conditions that will cause rejection of the Proposal include, but are not limited to: (1) an individual firm, partnership, corporation or combination thereof, under the same or different names submitting (as the Proposer) more than one Proposal, (2) evidence of collusion among Proposers, (3) obvious lack of experience or expertise to perform the services, (4) failure to perform or meet financial obligations for previous Contracts, (5) falsification of any form required by the County, (6) evidence that a Proposer has a financial interest in another firm who is submitting a Proposal, (7) not having valid and appropriate local, state or federal certifications and/or licenses necessary to perform the Services, or (8) an investigation by the Chief Procurement Officer finds the Proposer delinquent on a previously awarded Contract or in litigation concerning a Hernando County previously awarded Contract.
4. County may conduct such investigations as County deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of the Proposer and their proposed Sub-Contractors. County reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of Proposals from all Proposers. Failure to provide requested information may result in rejection of the Proposal.



## 17. LIST OF PROPOSERS

A list of Proposers will be posted on the County's eProcurement Portal within two (2) business days after the Public Opening date. The list of Proposers can also be obtained by contacting the Procurement contact person. **The County will not provide a list of Proposers by telephone.**

## **18. EXAMINATION OF PROPOSAL DOCUMENTS**

1. It is the responsibility of each Proposer before submitting a Proposal to: (1) examine the solicitation documents thoroughly, (2) consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work, (3) study and carefully correlate Proposer's observations with the Solicitation Documents, and (4) notify the contact person of all conflicts, errors or discrepancies in the Solicitation Documents prior to submitting a formal Proposal.
2. Before submitting a Proposal, it shall be the Proposer's responsibility to submit to the County a request for any additional information and data which pertains to the Project covered under this Request for Qualifications which the Proposer deems necessary to develop their Proposal for performing the services in accordance with the terms and conditions noted herein.
3. The submission of a Proposal in response to this Request for Qualifications shall be considered a representation that the Proposer; (1) has carefully investigated all conditions that affect, or may at some future date affect, the performance of the services covered by this Request for Qualifications, (2) is fully informed concerning conditions to be encountered, the character, quality and quantity of the services to be performed and the work product to be furnished, and (3) is familiar with what is required to perform the services covered by this Request for Qualifications. The contents of the Proposer's Proposal shall become a contractual obligation if the Proposer is awarded the Contract. Failure to accept these obligations in a contractual agreement shall result in cancellation of the Award.

## 19. ADDENDA

Any Addenda issued in relation to this Request for Qualifications will be transmitted by way of posting such on the County's eProcurement Portal. **It is the Proposer's responsibility to be aware of any Addenda that might have bearing on their Proposal before their Proposal is due.** The Proposer will acknowledge receipt of any and all such Addenda. In the event a Proposer fails to acknowledge receipt of such Addenda, their Proposal will be construed as though they have received such Addenda, and the submission of a Proposal will constitute acknowledgement of the receipt of same. All Addenda will become a part of the Proposal Documents and Proposer will be bound by such, whether or not received by Proposer.

## **20. MODIFICATION/ WITHDRAWAL OF PROPOSAL**

1. Proposers have the right to modify or withdraw their Proposal without cause or without liability whatsoever at any time prior to the stipulated submittal date and time. Such requests must be made to County in writing.
2. Modified or withdrawn Proposals may be resubmitted in accordance with the instructions in this Request for Qualifications prior to the stipulated submittal date and time. If applicable, any changes in pricing shall be so worded to not reveal the pricing that was noted in the original Proposal.
3. No Proposal shall be modified or withdrawn by the Proposer after the proposal due date.

## **21. LESS THAN THREE (3) PROPOSALS RECEIVED**

Pursuant to section 287.055(4), F.S., if less than three (3) firms are deemed to be qualified to perform the required services, the County will reject all proposals and re-solicit the services.

## **22. REVIEW OF PROPOSER'S FACILITIES AND QUALIFICATIONS**

After the Request for Qualifications due date and prior to award of an Agreement, the County reserves the right to perform or have performed an on-site review of successful Proposer's facilities and qualifications as well as documentation provided in their Proposal. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer is qualified and experienced and has the resources to perform the services outlined in the Request for Qualifications. The review may also serve to verify whether the Proposer has adequate financial capability to meet the County's requirements. Should the County determine that the Proposal or subsequent documentation submitted by the Proposer has material misrepresentations or that the size or nature of any successful Proposer's resources are not adequate to ensure satisfactory performance, or if the County ascertains other bases for concern regarding the successful Proposer's ability to perform the services, the County has the right to reject the Proposal and not make an award.

## **23. FINANCIAL STRENGTH**

Prior to award of a Contract, the County reserves the right to request financial information from the successful Proposer to assist the County in further review of that Proposer's capabilities. Financial information provided shall be for the current and previous two (2) years, to include, but not be limited to a financial statement prepared by a Certified Public Accountant (i.e., balance sheet and income and cash flow statements) or a Supplier Qualifier Report prepared by Dun & Bradstreet.

## **24. CLARIFICATIONS**

Before Contract award, the County reserves the right to seek clarification from the Proposer with whom County is contemplating award to properly evaluate their Proposal. Failure to provide requested information may result in not making such award to the Proposer.



## 25. PUBLIC RECORDS ACT

1. Proposers should make themselves familiar with Chapter 119.071, F.S., concerning availability of public records. Thirty (30) days after the proposal opening date OR Notice of an Intended Decision, whichever is earlier, Proposals shall be made available for public viewing. Proposals and associated proposal documents may be viewed during normal business hours (which is Monday through Friday; 8:00 AM to 5:00 PM) at 15470 Flight Path Drive, Brooksville, Florida. Copies of the Proposals and associated Documents are available for a charge of fifteen cents (\$0.15) per page, plus cost of copying.
2. Florida law generously defines what constitutes a public record and, under Chapter 119, F.S., all Proposals are to be made available by County for viewing by the general public. If a Proposer believes that their Proposal contains information that should not be a public record, the Proposer shall clearly segregate and mark that information as "Confidential" and describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption.
3. Any documents given to the successful Proposer as part of performing the services covered under this Request for Qualifications shall not be sold or distributed to third parties without the written consent of County. The successful Proposer will be required to retain a copy of these documents for a minimum of three (3) years from completion of the Agreement. All documents, papers, letters, e-mails or other material made or received by the successful Proposer in conjunction with the services, unless exempt from Section 24(a) (Current Edition) of Article I of the Florida Constitution and section 119.07(1), F.S., shall be made available for public access. Should the successful Proposer refuse to allow such access, County has the unilateral right to cancel the Award.
4. Proposers should consult an attorney as to their duties under the records and information laws (section 257.36, F.S.) and public records laws (Chapter 119, F.S.) of the State of Florida. Significant judicial sanctions can be imposed for violation of these Statutes.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-754-4020, PURCHASING@HERNANDOCOUNTY.US, OR OFFICE LOCATED AT 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604.

## 26. JOINT VENTURES

1. Two (2) or more firms may submit a Proposal under a joint venture arrangement. Joint ventures shall be considered as a single entity in the evaluation of a Proposal. That is, the traits of individual firms shall be blended in arriving at an overall Proposal evaluation score and oral interview score for the joint venture.

2. A firm who submits a Proposal under a joint venture arrangement may satisfy the technical certification requirements outlined in this Request for Qualifications as the prime Proposer through one (1) or more of the firms comprising the joint venture. The joint venture shall at a minimum comply with the following additional requirements:

2.1 The joint venture shall, in its own name, be registered with the State of Florida Division of Corporations prior to submittal of a Proposal.

2.2 Each individual Firm comprising of the joint venture shall, in its own name, be qualified in their respective areas of expertise prior to submittal of a Proposal.

2.3 Full compliance with the requirements set forth above is required, as well as properly documented compliance with any other certification and additional requirements set forth in the Request for Qualifications.

## **27. PAYMENT**

Payment to Proposer/Contractor by Electronic Payment Solution: ACH (Direct Deposit): If the Proposer/Contractor is enrolled in the County's ACH electronic payment solution, all payments will be made using the direct deposit which may or may not include a pre-note transaction. The Proposer/Contractor's bank account information will remain confidential to the extent provided by law and necessary to make direct deposit payments. Once the County has approved payment, an electronic remittance advice will be sent to the Proposer/Contractor via e-mail.

## 28. SCRUTINIZED COMPANIES

Pursuant to sections 287.135 and 215.473, F.S., Proposer/Contractor must certify that the company is not participating in a boycott of Israel. Proposer/Contractor must also certify that Proposer/Contractor is not on the Scrutinized Companies that Boycott Israel List, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in state law, the County will not contract for the provision of goods or services with any scrutinized company referred to above. Proposer/Contractor must submit the certification form included as an Attachment to this solicitation. Submitting a false certification shall be deemed a material breach of Contract. The County shall provide notice, in writing, to the Proposer/Contractor of the County's determination concerning the false certification. The Proposer/Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Proposer/Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Proposer/Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to section 287.135, F.S., as amended from time to time.

## 29. FEDERALLY FUNDED CONTRACTS REQUIRED TERMS & CONDITIONS

### FEDERAL TERMS AND CONDITIONS APPLICABLE TO THIS SOLICITATION

This Solicitation may become fully or partially Federally Grant funded. To the extent applicable, Proposer shall comply with the clauses as enumerated below. Proposer shall adhere to all grant conditions as set forth in the requirements of the grant award which will be made available to Consultant at time of each project quote requested, as well as all applicable Federal laws, rules, and regulations. Including, but not limited to, those set forth below, as well as those listed herein, which are incorporated herein by reference:

- a. 2 CFR. 25.110
- b. 2 CFR Parts 170 (including Appendix A), 180, 200 (including Appendixes), and 3000
- c. Executive Orders 12549 and 12689
- d. 41 CFR s. 60-1(a) and (d)
- e. Consolidated Appropriations Act, 2021, Public Law 116-260 related to salary limitations

If Proposer cannot adhere to or objects to any of the applicable federal requirements, Proposer's proposal may be deemed unresponsive. The provisions in this Section are supplemental and in addition to all other provisions within the Procurement. In the event of any conflict between the terms and conditions of this Section and the terms and conditions of the remainder of the Procurement, the terms and conditions of this Section shall prevail. However, in the event of any conflict between the terms and conditions of this Exhibit and the terms and conditions of any federal grant award used to fund the goods and/or services to be provided under this Procurement, the terms and conditions of the federal grant funding award shall control.

#### 29.1. Drug Free Workplace Requirements (Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), 2 CFR § 182)

Proposer must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.

#### 29.2. Conflict of Interest (2 CFR § 200.112)

The Proposer must disclose in writing any potential conflict of interest to the County or pass-through entity in accordance with applicable Federal policy. Further, the County is required to maintain conflict of interest policies as it relates to procured contracts, which may be found in the Hernando County Procurement Department Policies and Procedures Manual. All Proposers shall familiarize themselves with such policies.

#### 29.3. Mandatory Disclosures (31 U.S.C. §§ 3799 – 3733)

Proposer acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Proposer's actions pertaining to this Solicitation. The contractor must

disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

#### 29.4. [Byrd Anti-Lobbying Amendment \(31 U.S.C. § 1352\)](#)

Proposer must file the required certification, attached to the procurement. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The contractor shall certify compliance.

#### 29.5. [Rights to Inventions Made Under a Contract or Agreement \(37 CFR Part 401\)](#)

Please contact the County for further information related to the applicable standard patent rights clauses.

#### 29.6. [License and Delivery of Works Subject to Copyright and Data Rights \(2 CFR 200.315\(b\)\)](#)

Proposer grants to the County and the Federal granting agency a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the Agreement but not first produced in the performance of this Agreement, the Contractor will identify such data and grant to the County and the Federal granting agency a license of the same scope as for data first produced in the performance of this Agreement. "Data," as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this Agreement, the Contractor will deliver to the County data first produced in the performance of this Agreement and data required by the Agreement but not first produced in the performance of this Agreement in formats acceptable by the County.

#### 29.7. [Procurement of Recovered Materials \(2 CFR 200.323 and 40 CFR Part 247\)](#)

Proposer must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

#### 29.8. [Record Retention \(2 CFR § 200.33\)](#)

Proposer will retain of all required records pertinent to this contract for a period of five years, beginning on a date as described in 2 C.F.R. § 200.333 and retained in compliance with 2 C.F.R. § 200.333.

## 29.9. Federal Changes

Proposer shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of any awarded contract.

## 29.10. Safeguarding Personal Identifiable Information (2 CFR § 200.82)

Proposer will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.

## 29.11. Prohibition On Utilization Of Cost Plus A Percentage Of Cost Contracts (2 CFR Part 200)

The County will not award contracts containing Federal funding on a cost-plus percentage of cost basis.

## 29.12. Energy Policy and Conservation Act (43 U.S.C. § 6201 and 2 CFR Part 200 Appendix II (H))

Proposer shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

## 29.13. Trafficking Victims Protection Act (2 CFR Part 175)

Proposer will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits the Proposer] from:

- (1) engaging in severe forms of trafficking in persons during the period of time that resulting contract is in effect;
- (2) procuring a commercial sex act during the period of time that resulting contract is in effect; or
- (3) using forced labor in the performance of the contracted services under a resulting contract. A resulting contract] may be unilaterally terminated immediately by County for Proposer's violating this provision, without penalty.

## 29.14. Prohibition On Certain Telecommunications And Video Surveillance Services Or Equipment (2 CFR § 200.216)

Propose and any subcontractors are prohibited to obligate or spend grant funds to:

- (1) procure or obtain,
- (2) extend or renew a contract to procure or obtain; or
- (3) enter into a contract to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications

Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

ii. Telecommunications or video surveillance services provided by such entities or using such equipment.

iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

#### 29.15. Enhanced Whistleblower Protections (41 U.S.C. § 4712)

See 42 U.S. Code § 4712 for further requirements. Requirement: An employee of Proposer and/or its subcontractors may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in 42 U.S.C. § 4712(a)(2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

#### 29.16. Federal Funding Accountability and Transparency Act (FFATA) (2 CFR § 200.300; 2 CFR Part 170)

In accordance with FFATA, the Proposer shall, upon request, provide the County the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

#### 29.17. Federal Awardee Performance and Integrity Information System (FAPIIS) (The Duncan Hunter National Defense Authorization Act of 2009 (Public Law 110-417 and 2 CFR Part 200 Appendix XII))

The Proposer shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of this contract, by posting the required information in the System for Award Management via <https://www.sam.gov>.

#### 29.18. Federal Agency Seals, Logos and Flags

The Proposer shall not use any Federal Agency seal(s), logos, crests, or reproductions of flags or likenesses of any federal agency officials without specific federal agency pre-approval.

#### 29.19. No Obligation by Federal Government

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from a resulting contract.



## 29.20. Occupational Safety and Health Act of 1970

All contracts and subcontracts that may result from this solicitation must incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractors' compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## 29.21. ENVIRONMENTAL COMPLIANCE

In performing under this Solicitation, Proposer shall comply with all of the federal environmental statutes, regulations, and executive orders listed below, as applicable:

1. The National Environmental Policy Act (42 U.S.C. § 4321 et. seq.)
2. The Endangered Species Act (16 U.S.C. § 1531 et seq.)
3. Magnuson-Stevens Fishery Conservation and Management Act (16 U.S.C. § 1801 et seq.)
4. Clean Water Act Section 404 (33 U.S.C. § 1344 et seq.)
5. The Migratory Bird Treaty Act (16 U.S.C. §§ 703-712); Bald and Golden Eagle Protection Act (16 U.S.C. § 668 et seq.), and Executive Order No. 13186, Responsibilities of Federal Agencies to Protect Migratory Birds
6. National Historic Preservation Act (54 U.S.C. § 300101 et seq.) and the Advisory Council on Historic Preservation Guidelines (36 CFR part 800)
7. Clean Air Act (42 U.S.C. § 7401 et seq.), Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) (Clean Water Act), and Executive Order 11738 (“Providing for administration of the Clean Air Act and the Federal Water Pollution Control Act with respect to Federal contracts, grants or loans”)
8. The Flood Disaster Protection Act (42 U.S.C. § 4002 et seq.)
9. Executive Order 11988 (“Floodplain Management”) and Executive Order 11990 (“Protection of Wetlands”)
10. Executive Order 13112 (“Invasive Species”)
11. The Coastal Zone Management Act (16 U.S.C. § 1451 et seq.)
12. The Coastal Barriers Resources Act (16 U.S.C. § 3501 et seq.)
13. The Wild and Scenic Rivers Act (16 U.S.C. § 1271 et seq.)
14. The Safe Drinking Water Act (42 U.S.C. § 300 et seq.)
15. The Resource Conservation and Recovery Act (42 U.S.C. § 6901 et seq.)
16. The Comprehensive Environmental Response, Compensation, and Liability Act (Superfund) (42 U.S.C. § 9601 et seq.)
17. Executive Order 12898 (“Environmental Justice in Minority Populations and Low Income Populations”)
18. Rivers and Harbors Act (33 U.S.C. § 407)

19. Marine Protection, Research and Sanctuaries Act (Pub. L. 92-532, as amended), National Marine Sanctuaries Act (16 U.S.C. § 1431 et seq.), and Executive Order 13089 (“Coral Reef Protection”)

20. Farmland Protection Policy Act (7 U.S.C. 4201 et seq.)

21. Fish and Wildlife Coordination Act (16 U.S.C. 661 et seq.)

## 29.22. CONVICTED, DISCRIMINATORY, DEBARRED OR SUSPENDED STATEMENT

1. Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on the contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for 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 a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists](https://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)

2. This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor’s principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935) and not excluded on federal list [www.sam.gov](http://www.sam.gov)

3. The contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

4. This certification is a material representation of fact relied upon by Hernando County. If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to Hernando County, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

5. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

## 30. FEDERAL AVIATION ADMINISTRATION CONTRACT PROVISIONS

This Solicitation may become fully or partially State of Florida Grant funded. To the extent applicable, Proposer shall comply with the clauses as enumerated below, in addition to the general state provisions found in Section " FEDERAL FUNDED CONTRACTS REQUIRED TERMS & CONDITIONS", to the extent applicable if funding for a project is a result of an agreement between Hernando County, Florida as (recipient or subrecipient) and the Florida Department of Transportation (FDOT).

### 30.1. ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the County, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

### 30.2. BREACH OF CONTRACT TERMS

- A. Any violation or breach of terms of this contract on the part of the Proposer or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.
- B. County will provide Proposer written notice that describes the nature of the breach and corrective actions the Proposer must undertake in order to avoid termination of the contract. County reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the County elects to terminate the contract. The County's notice will identify a specific date by which the Proposer must correct the breach. County may proceed with termination of the contract if the Proposer fails to correct the breach by the deadline indicated in the County's notice.
- C. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

### 30.3. FAA BUY AMERICAN PREFERENCE

- A. The Contractor certifies that its bid/offer is in compliance with 49 USC § 50101, BABA and other related Made in America Laws, U.S. statutes, guidance, and FAA policies, which provide that Federal funds may not be obligated unless all iron, steel and manufactured goods used in AIP funded projects are produced in the United States, unless the Federal Aviation Administration has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.
- B. The bidder or offeror must complete and submit the certification of compliance with FAA's Buy American Preference, BABA and Made in America laws included herein with their bid or offer.

The Airport Sponsor/County will reject as nonresponsive any bid or offer that does not include a completed certification of compliance with FAA's Buy American Preference and BABA.

- C. The bidder or offeror certifies that all construction materials, defined to mean an article, material, or supply other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that are or consist primarily of: non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall used in the project are manufactured in the U.S.

#### 30.4. TITLE VI SOLICITATION NOTICE

Hernando County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

#### 30.5. TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- B. 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- C. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- D. Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- E. The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);

- F. Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- G. The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- H. Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- I. The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];
- L. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

### 30.6. CLEAN AIR AND WATER POLLUTION CONTROL

- A. Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). The Contractor agrees to report any violation to the County immediately upon discovery. The County assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.
- B. Contractor must include this requirement in all subcontracts that exceed \$150,000.

### 30.7. CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

See 29.22. CONVICTED, DISCRIMINATORY, DEBARRED OR SUSPENDED STATEMENT

### 30.8. DISADVANTAGED BUSINESS ENTERPRISE

1. Bid Information Submitted as a matter of **responsiveness**:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the County to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of **10.25%** has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26, to meet the contract goal for DBE participation in the performance of this contract. The bidder/offeror will be required to submit the following information:

- a. The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- b. A description of the work that each DBE firm will perform;
- c. The dollar amount of the participation of each DBE firm listed under (i);
- d. Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (i) to meet the County's project goal
- e. Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment; and
- f. If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26. The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract.

2. Bid Information submitted as a matter of **responsibility**:

The County's award of this contract is conditioned upon Bidder or Offeror satisfying the good faith effort requirements of 49 CFR § 26.53.

As a condition of responsibility, every Bidder or Offeror must submit the following information on the forms provided herein within five days after bid opening.

- a. The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- b. A description of the work that each DBE firm will perform;
- c. The dollar amount of the participation of each DBE firm listed under (i);
- d. Written statement from Bidder or Offeror that attests their commitment to use the DBE firm(s) listed under (i) to meet the Owner's project goal;
- e. Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment; and

- f. If Bidder or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Bidder or Offeror as described in appendix A to 49 CFR part 26. The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract.
1. Race/Gender Neutral Means
  - a. The requirements of 49 CFR part 26 apply to this contract. It is the policy of Hernando County to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The County encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.
2. Prompt Payment (49 CFR § 26.29)
  - a. The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from Hernando County. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Hernando County. This clause applies to both DBE and non-DBE subcontractors.
3. Termination of DBE Subcontracts (49 CFR § 26.53(f); acceptable/sample text provided) –
  - a. The prime contractor must not terminate a DBE subcontractor listed in response to 10.a, (or an approved substitute DBE firm) without prior written consent of Hernando County. This includes, but is not limited to, instances in which the prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.
  - b. The prime contractor shall utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains written consent Hernando County. Unless Hernando County consent is provided, the prime contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.
  - c. Hernando County may provide such written consent only if Hernando County agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the circumstances listed in 49 CFR §26.53.
  - d. Before transmitting to Hernando County its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to Hernando County, of its intent to request to terminate and/or substitute, and the reason for the request.
  - e. The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise Hernando County and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why Hernando County should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), Hernando County may provide a response period shorter than five days.

- f. In addition to post-award terminations, the provisions of this section apply to Pre-Award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

### 30.9. DISTRACTED DRIVING-TEXTING WHEN DRIVING

- A. In accordance with Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving”, (10/1/2009) and DOT Order 3902.10, “Text Messaging While Driving”, (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.
- B. In support of this initiative, the County encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$10,000 that involve driving a motor vehicle in performance of work activities associated with the project.

### 30.10. EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation,



- proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under this section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  5. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  6. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  7. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
  8. The Contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

### 30.11. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

- A. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.
- B. The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

### 30.12. FOREIGN TRADE RESTRICTION CERTIFICATION

- A. By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
  2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
  3. has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.
- B. This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.
- C. The Offeror/Contractor must provide immediate written notice to the County if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.
- D. Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Offeror or subcontractor:
1. who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
  2. whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
  3. who incorporates in the public works project any product of a foreign country on such USTR list.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- F. The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

- G. This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the County cancellation of the contract or subcontract for default at no cost to the County or the FAA.

### 30.13. TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the two certification statements in Vendor Submissions - Grant Documents Section. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

### 30.14. TERMINATION FOR CONVENIENCE (PROFESSIONAL SERVICES)

- A. The County may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the County, the Contractor must immediately discontinue all services affected.
- B. Upon termination of the Agreement, the Consultant must deliver to the County all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.
- C. County agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.
- D. County further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

### 30.15. TERMINATION FOR CAUSE/DEFAULT (PROFESSIONAL SERVICES)

- A. Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.
- B. The terminating party must provide the breaching party seven (7) days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.
- C. Termination by County:

1. The County may terminate this Agreement for cause in whole or in part, for the failure of the Consultant to:
    - a. Perform the services within the time specified in this contract or by County approved extension;
    - b. Make adequate progress so as to endanger satisfactory performance of the Project; or
    - c. Fulfill the obligations of the Agreement that are essential to the completion of the Project.
  2. Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the County all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.
  3. County agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.
  4. County further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.
  5. If, after finalization of the termination action, the County determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the County issued the termination for the convenience of the County.
- D. Termination by Consultant:
1. The Consultant may terminate this Agreement for cause in whole or in part if the County:
    - a. Defaults on its obligations under this Agreement;
    - b. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
    - c. Suspends the project for more than one-hundred eighty (180) days due to reasons beyond the control of the Consultant.
  2. Upon receipt of a notice of termination from the Consultant, County agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If County and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the County's breach of the contract.

3. In the event of termination due to County breach, the Consultant is entitled to invoice County and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. County agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

### 30.16. VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

## **31. STATE OF FLORIDA FUNDED CONTRACTS RQUIRED TERMS**

This Solicitation may become fully or partially State of Florida Grant funded. To the extent applicable, Proposer shall comply with the clauses as enumerated below, in addition to the general state provisions found in Section " FEDERALLY FUNDED CONTRACTS REQUIRED TERMS & CONDITIONS", to the extent applicable if funding for a project is a result of an agreement between Hernando County, Florida as (recipient or subrecipient) and the Florida Department of Transportation (FDOT).

### **31.1. Responsible Vendor Determination**

Contractor/Respondent is hereby notified that section 287.05701, F.S., requires that the County may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

### **31.2. Truth in Negotiation Representations**

Consultant warrants that Consultant has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Contract and that Consultant has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Contract. For the breach or violation of this provision, the County shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

In accordance with provisions of section 287.055(5)(a), F.S., the signature of this Contract by the Consultant shall also act as the execution of a truth in negotiation certificate certifying that the wage rates, overhead charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the Consultant's most favored customer for the same or substantially similar service. Should the County determine that said rates and costs were significantly increased due to incomplete, noncurrent or inaccurate representation, then said rates and compensation provided for in this Contract shall be adjusted accordingly.

## 32. VENDOR SUBMISSIONS

### 32.1. Acknowledgement and Attestation\*

By responding to this RFQ, the respondent(s) certify that he/she has reviewed the sample contract, and its exhibits contained herein, and is familiar with their terms and conditions.

I hereby declare that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the “work” will be performed in strict accordance with such requirements and understands that any exceptions to the requirements of the specifications and documents may render the Proposer’s Proposal non-responsive.

We certify and declare that the foregoing is true and correct.

#### **Please acknowledge below by accepting the appropriate statement:**

- I take NO exceptions.
- I take exceptions , explained in the subsequent answer.

\*Response required

### 32.2. Drug Free Workplace Certificate \*

I have read and attest to, in accordance with Florida Statute 287.087, hereby certify that,

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 workplace, 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 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 proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.

Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.

Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace Program.

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

Please confirm that you have read and attest to Drug Free Workplace Certificate

Please confirm

\*Response required

### 32.3. Sworn Statement

#### 32.3.1. *Sworn Statement 287.133 (3) (a)\**

I have read and attest that I understand that a "public entity crime" as defined in section 287.133 (1)(g), F.S., means a violation of any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I have read and attest that I understand that "convicted" or "conviction" as defined in section 287.133 (1)(b), F.S., 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.

I have read and attest that I understand that an "affiliate" as defined in section 287.133 (1)(a), F.S., 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 (1) 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 (1) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

I have read and attest that I understand that a "person" as defined in section 287.133(1)(e), F.S., means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.



I have read and attest that based on information and belief, the statement which I have confirmed below is true in relation to the entity submitting this sworn statement:

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

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

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Vendor/Contractor list

\*Response required

**32.3.2. *If you choose option 3, please attach a copy of the final order***

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the Convicted Vendor/Contractor List.

**Please attach a copy of the final order**

**32.4. Vendor Information**

**32.4.1. *VENDOR/CONTRACTOR INFORMATION\****

Please Provide the following Information:

1. Respondent/Vendor Contractor Name
2. Vendor/Contractor FEIN
3. State of Incorporation
4. Address

5. Phone Number

6. Email Address

\*Response required

### *32.4.2. Authorized Signatures/Negotiators \**

Please provide the information to support the statement below:

The Vendor/Contractor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Vendor/Contractor will be duly bound:

Name(s)

Title(s)

Phone number(s)

Address(es)

Phone Number(s)

Email Address(es)

\*Response required

### *32.4.3. Type of Organization \**

Please select your organization type:

Sole Proprietorship

Partnership

Joint Venture

Corporation

\*Response required

### *32.4.4. W9 Form\**

Please upload your company's W9 information

\*Response required

### *32.4.5. ACH electronic payment\**

An ACH electronic payment method is offered as an alternative to a payment by physical check. Please select one of the options.

Yes, ACH electronic payment method is acceptable.

No, ACH electronic payment method is not acceptable.

\*Response required

### *32.4.6. E-Verify Certification \**

Vendor/Contractor acknowledges and agrees to the following:

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

All persons, including Sub-Contractors, assigned by the Vendor/Contractor to perform work pursuant to the Contract with the department.

Please confirm

\*Response required

#### ***32.4.7. Vendor Certification Regarding Scrutinized Companies\****

Section 287.135, F.S., prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to section 215.473 F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725 F.S., or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to bind on behalf of respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, F.S., the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs and does not have business operations in Cuba or Syria.

I have read and attest that I confirm the above is acknowledged.

Please confirm

\*Response required

#### ***32.4.8. Proposal Principals\****

Please name all persons or entities interested in the Proposal as principals.

Provide name, title, mailing address, email address and phone number.

\*Response required

#### ***32.4.9. Vendor/Contractor's License\****

The Proposer must be a registered to do business in the State of Florida. Provide license/registration information below for Proposer and all subcontractors identified herein.

Please upload all contractors and subcontractors license(s)/registration(s) required for this project.

\*Response required

#### ***32.4.10. Organization Chart\****

Proposer must provide an organization chart showing Proposer's team identifying specific responsibilities of Proposer and Sub-Contractors.

\*Response required

**32.4.11. Project Manager and Superintendent Qualifications\***

Proposer must provide resumes of Project Manager and Superintendent listing qualifications, experience, education and training. The Project Manager and Superintendent must have adequate experience, generally considered as a working Project Manager/Superintendent on a minimum of two (2) projects, similar in size and scope to the Design & Construction Engineering & Inspection Services for Runway 3-21 & Abandoned Runway Conversion, within the past seven (7) years.

\*Response required

**32.4.12. References \***

Proposer must provide a minimum of **three (3)** references in format shown below. References must be individuals that can be readily contacted and have first-hand knowledge of the Proposer's performance on the specific project performed by the Proposer. Each reference project must meet the following criteria:

Project at Substantial Completion or completed within the last seven (7) years.

Similar in size, dollar value and scope as this project.

**Please provide information for 3 required References:**

Business/Owner Name

Reference Contact Person

Reference Address

Reference Phone Number

Reference Email Address

Project Name

Project Location

Contract Project Manager

Site Superintendent

Contract Amount

Date Project Commenced

Date of Substantial Completion

Date of Final Completion

## Description of Work Performed

Note: Experience shall be related to successfully completed projects within the last seven (7) years (i.e., the project must have been Substantially Complete within seven (7) years of the due date of this RFQ. Only projects that are complete or substantially complete as of the bid due date will be considered).

By submitting this information, I certify that the qualifications questionnaire information is true and correct to the best of my knowledge.

\*Response required

### *32.4.13. Key Subcontractors\**

Each Proposer must submit with its response a list of Sub-Contractors who will perform the work in each of the following categories (key Sub-Contractors). List the name of the proposed Sub-Contractor, or "Proposer" if the Proposer will perform the work, after each work category:

Example:

- (1) Earthwork construction
- (2) Earthen dike construction
- (3) Soil bentonite backfill cut-off wall installation
- (4) Wet excavation/dredging work
- (5) Concrete form work
- (6) Equipment installation
- (7) Electrical and instrumentation installation
- (8) Control system integration
- (9) Wetland planting and establishment

**If no Sub-Contractors will be employed please state "NONE"**

\*Response required

### *32.4.14. Anticipates Services outside the United States or Florida\**

Anticipates Services outside the United States or Florida

If the respondent anticipates services under the contract or any subcontracts will be performed outside the United States or Florida, the respondent shall provide in a written statement which must include, but need not be limited to the type of services that will be performed at a location outside the United States or Florida and the reason why it is necessary or advantageous to go outside the United States or Florida to perform such services. (Does not apply to any project that receives federal monies)

Yes

No

\*Response required

### 32.5. [Additional Required Forms](#)

#### 32.5.1. [Trench Safety Act Compliance](#) \*

Please download the below documents, complete, and upload.

- [Trench Safety Act Complian...](#)

\*Response required

#### 32.5.2. [Corporate Affidavit](#) \*

Please download the below documents, complete, and upload.

- [Corporate Affidavit.pdf](#)

\*Response required

### 32.6. [Hernando County Employment Disclosure Certification Statement](#)

#### 32.6.1. [Affidavit of Non Collusion and of Non-Interest of Hernando County Employees](#)\*

Certification that Vendor/Contractor affirms that the Bid/Proposal presented to the County is made freely, and without any secret agreement to commit a fraudulent, deceitful, unlawful or wrongful act of collusion.

I have read and attest that I am the Vendor/Contractor in the above Bid/Proposal, that the only person or persons interested in said Proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Vendor/Contractor is interested in said Bid/Proposal; and that affiant makes the above Bid/Proposal with no past or present collusion with any other person, firm or corporation.

Please confirm that you have read and attest to Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Please confirm

\*Response required

#### 32.6.2. [Is any officer, partner, director, proprietor, associate or member of the business entity a former employee of Hernando County within the last two \(2\) years?](#) \*

Yes

No

\*Response required

#### 32.6.3. [Is any officer, partner, director, proprietor, associate or member of the business entity a relative or member of the household of a current Hernando](#)

*County employee that had or will have any involvement with this procurement or contract authorization?\**

- Yes  
 No

\*Response required

**32.6.4. *Relatives and Former Hernando County Employees - Roles and Signatures***

If you answered yes to the either of the two (2) prior questions regarding relatives or Hernando employees, please download the below documents, complete, and upload.

- [Relatives and Former Hernan...](#)

**32.7. Vendor Survey**

**32.7.1. *Vendor Survey* \***

Please provide information on where you received the knowledge of the Bid/Request For Qualifications (mark all that apply):

*Select all that apply*

- County's eProcurement Portal (Open Gov Procurement)  
 Newspaper  
 Procurement Department Advertisement Board  
 Other (Please list in the following question)

\*Response required

**32.7.2. *Vendor Survey - Other***

If you choose "Other" please list how you received the knowledge of the bid/request for Proposals.

**32.8. Submittal Requirements**

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. Following are elements that will be used to evaluate each firm's qualifications:

**32.8.1. *Statement of Interest and Introduction/Letter of Transmittal.* \***

Bidder must use this portion to upload their Letter of Transmittal and Introduction.

\*Response required

**32.8.2. *PROJECT TEAM* \***

Identify the Project Principal, the Project Manager, key staff and Sub-Consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.

- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant Sub-Consultant experience.

\*Response required

### **32.8.3. FIRM/TEAM CAPABILITIES\***

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., Are Sub-Consultants' role delineated)?
- Current and projected work load.

Note: Organization charts and graphs depicting your firm's capacity may be included.

\*Response required

### **32.8.4. PRIOR EXPERIENCE\***

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's Project Manager for every project listed.

\*Response required

### **32.8.5. PROJECT APPROACH - Budget Methodology/Cost Control\***

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
  - Establish and maintain estimates of probable cost within owner's established budget
  - Control consultant contract costs
  - Coordinate value engineering activities

\*Response required

### **32.8.6. PROJECT APPROACH - Quality Control Methodology\***

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:



- Quality Control Methodology.
  - Insure County procedures are followed
  - Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
  - Insure the project is designed for durability and maintainability

\*Response required

### *32.8.7. PROJECT APPROACH - Schedule\**

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Schedule.
  - Manage the required work to meet the established schedule

\*Response required

### *32.8.8. PROJECT AVAILABILITY\**

Describe where the Prime and Sub-Consultants will do the key work elements of this project.

- Provide availability to coordinate with the County's Project Manager and the potential project.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

\*Response required

### *32.8.9. Grant Required Documents\**

Please download the below documents, complete, and upload.

- [Certification for Disclosur...](#)
- [DBE-SUB Statement Form.pdf](#)
- [CERTIFICATION REGARDING TAX...](#)
- [Exp 2-18-2025 Standard Form...](#)
- [DBE STATEMENT OF GOOD FAITH...](#)
- [Suspension Debarment Certif...](#)

\*Response required

### 32.9. Optional

#### *32.9.1. Optional Upload of additional Information*

Please upload any optional/additional information not requested elsewhere. Respondent may supply a full pdf of their pdf here, this should be done in addition to responding above to questions 8.1 through 8.9.

### 32.10. Exceptions

#### *32.10.1. Exceptions*

If you selected "Exceptions" in the preceding question, please provide any exceptions to this RFP.