

1. RFQ # BD 23-02	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 06, 2023
Project Coordinator: StevenHunnicutt Phone: (863)439-1910 Email:Shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton,FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		



Request for Qualifications - Professional Services Solicitation

Town of Lake Hamilton
Request for Qualifications
100 Smith Ave., Lake Hamilton, Florida 33851
Phone (863) 439-1910

To: All Prospective Proposers
From: Town of Lake Hamilton
Subject: RFQ # BD 23-02
Date: September 6, 2022

Dear Potential Proposer:

Pursuant to the requirements set forth in the Consultants' Competitive Negotiations Act (CCNA), chapter 287, Florida Statutes, and all policies and procedures promulgated thereby, Town of Lake Hamilton, Florida, an Equal Employment Opportunity (EEO) employer, does hereby announce that it is accepting written proposals from all qualified firms or individuals interested in providing engineering and design services as described in the "Scope of Services" section of this Request for Qualifications for Professional Services (RFQ) document: **Building Department New Addition**. The successful proposers shall prove by their qualifications, experience, availability, approach, and plan for the work that they will best serve the overall needs of Town of Lake Hamilton. The selection of the successful proposers shall be at the Town's discretion and shall be made in a prompt manner after the receipt and evaluation of all responses.

If you are interested in preparing a response to this RFQ document, please complete all of the requirements set forth in this RFQ document in the manner proscribed. Please be aware that under the competitive proposal process, the stipulations set forth herein are fully binding on you, the proposer, to the extent that you confirm acceptance by your signature on the *Acceptance of Conditions* page.

Questions regarding this solicitation must be received in writing to the address above no later than September 27, 2023 3:00 P.M. local time. Responses to those questions considered material to the solicitation shall be distributed via formal Addendum and posted to the Town's website in care of Town Clerk at the Town of Lake Hamilton, Brittney Sandovalsoto at 863-439-1910.

All proposers are advised that under chapter 119, Florida Statutes, all responses are deemed a public record and opened to public scrutiny as provided for in said statute.

The Town of Lake Hamilton welcomes your response to this RFQ document. The Town reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities, when deemed in the best interest of the Town. The Town reserves the right to reject any proposal found to be non-responsive, vague, non-conforming, or irresponsible. Town may withdraw all or part of this proposal at any time to protect its best interest. The desire of the Town of Lake Hamilton to pursue proposals shall in no way obligate the Town to compensate you for your efforts or to execute a contract with you. All proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

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Section 1 Summary of Services

A. Introduction:

1. It is the intent of this Request for Qualifications for Professional Services (RFQ) to hire a qualified consulting engineering firm (hereinafter Consultant) to provide professional services to develop and establish construction plans, and provide permitting, for **Town Hall Addition for the Building Department**.
2. It is the intent and purpose of this solicitation to promote competition. It shall be the proposer's responsibility to advise the Project Coordinator at the address noted above, if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits competition or if the requirements stated in this document limits it to a single source. Such notification must be submitted in writing and must be received by the Project Coordinator no later than ten (10) calendar days prior to the proposal closing date.

B. Description: This RFQ is for the following project:

Project Scope: To Remodel and build an addition to the existing Town Hall facility.

Section 2 Critical Data

- A. Requesting the Solicitation Document:** To receive this RFQ document, contact the Town Clerk at the Town of Lake Hamilton, Brittney Sandovalsoto at 863-439-1910 or [email:brittney@townoflakehamilton.com](mailto:brittney@townoflakehamilton.com)
- B. Questions:** Questions regarding this RFQ document must be received through written inquiries, directed to the designated Representative, no later than ten (10) business days prior to the opening date of this RFQ document. Questions may be e-mailed or faxed to the appropriate Representative. Any interpretations, clarifications, or changes will be made in the form of written addenda issued by the Representative. Oral answers will not be authoritative. **It remains the sole responsibility of the proposer to contact the Project Coordinator prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with each proposal.**
- C. Proposal Deadline:** Proposals must be received by the office of the Town Clerk no later than 2PM (time) on October 4, 2023 (date). It is the proposer's responsibility to verify their bid has been received.
- D. Submittal of Proposals: Bid Copies:** Bidders are asked to submit **two (2) copies** of the bid response (one (1) bound original and one (1) electronic copy). **The electronic copy can be included on a CD-ROM or memory stick containing the entire proposal formatted to be read with Microsoft® software products or Adobe® PDF software.**
- E. Delivery of Proposals:** Proposals shall be mailed or hand-delivered to:

**Town of Lake Hamilton
Town Clerk's Office (RFQ#BD 23-02)
100 Smith Ave.
Lake Hamilton, Florida 33851**

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- F. Public Opening of Proposals:** Proposals will be publicly opened in the Town Council Chambers on the above appointed date and time or as close to the appointed date and time as

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possible. Proposals received after the above date and time will not be accepted or considered, and will be returned to the proposer unopened. No exceptions will be made.

- F. All expressions of interest shall be subject to all applicable laws, ordinances, and rules.
- G. Under chapter 119, Florida Statutes, all responses to this solicitation shall be considered public record subject to distribution pursuant to the request for records by any interested party.

Section 3 General Instructions to Proposers

- A. **Submittal of Proposals:** To facilitate and expedite review, the Town asks that all proposers follow the response format **outlined in Section 5** below. Failure to submit your response in the format requested may result in the reduction of your overall evaluation score. Points have been assigned for each criterion and a copy of the Town's selection procedures is attached hereto. Please submit information as outlined below.
 - 1. Proposals shall be signed by an authorized representative or contracting agent of the firm.
 - 2. All information requested must be submitted in the manner requested. Failure to submit all information as requested may result in a lowered evaluation score of the proposal.
 - 3. Proposals that are substantially incomplete or lack key information may be rejected by the Town.
 - 4. Proposals shall be comprehensive, yet succinct. Emphasis should be placed on completeness and clarity.
 - 5. Proposals shall fully describe the proposer's experience and capabilities.
 - 6. The proposers shall describe their availability.
 - 7. The project approach shall be under separate tab, and shall be included in each submittal.
- B. **Timeliness:** Proposals are due at the place, date, and time shown above. Failure to abide by this requirement will render your proposal unacceptable. Please note that the Town will not be held responsible for the failure of the proposer or the proposer's agent to submit responses in a timely manner. Late responses of any sort will be returned, unopened, to the proposer.
- C. **Presentation of Proposals:** All proposals must be submitted in a sealed, opaque envelope or container, plainly marked on the outside with the RFQ number, date, time of opening, and company name.
- D. **Complete Information:** Each proposer shall furnish the information required by this solicitation. Failure to do so in the manner prescribed will lower your score.
- E. **Terms and Conditions:** The proposer's attention is specifically called to the terms and conditions of this solicitation. This RFQ document shall be considered in its entirety with no one

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section having more value than another unless otherwise indicated.

F. REMINDER: ALL QUESTIONS FROM PROPOSERS OR EVALUATING DEPARTMENTS/DIVISIONS SHALL BE ADDRESSED TO THE PROJECT COORDINATOR.

A lobbying black-out period shall commence upon the issuance of this solicitation and shall remain in effect until the Town selects the successful Proposers. This means that proposers are not permitted to contact the requesting/evaluation Departments or Divisions during said black-out period. For procurements that do not require Council approval, the lobbying black-out period commences upon the solicitation issuance and concludes upon the contract award. Please note that the Town of Lake Hamilton may void any contract where the Town Administrator, one or more Town Council, or a Town staff person has been lobbied in violation of the black-out period.

Section 4 Terms and Conditions

- A. Fund Availability:** Any contract resulting from this solicitation is deemed effective only to the extent that funds are available. The Town of Lake Hamilton abides by the provisions set forth in Florida Statutes relative to the appropriation of funds.
- B. Prompt Payment Act:** Payments will be made pursuant to section 218.70, Florida Statutes, Florida's Prompt Payment Act.
- C. Local Business Tax Receipt (formerly Occupational License):** The Town of Lake Hamilton requires a Local Business Tax Receipt (formerly Occupational License) be held by all its contractors. Please contact the Building Department Tax Receipt Office directly for information concerning this requirement at (863) 439-1910. In accordance with section 205.065, Florida Statutes, a current Department of Professional Regulation certificate may be provided in lieu of a Local Business Tax Receipt, with a copy of the corresponding Receipt/Occupational License of the home state, county, or city.
- D. Contracting Parameters:** Upon receipt and ranking of all proposals, the Evaluation and Recommendation Committee (ERC) shall provide to the Town Council its rankings and a recommended top-ranked firm. Approval of the top-ranked firm by the Town Council by the successful proposer, along with documentation included in the proposal as required by this RFQ document and other additional materials submitted by the proposer and accepted by the City, shall be the basis for negotiation of a contract addressing the requirements of this RFQ document. A purchase order and/or other award document will be issued by the Town upon completion of all negotiations and approval of the contract by the Town of Lake Hamilton.
- E. Governing Laws and Venue:** Any contractual arrangement between the Town of Lake Hamilton and the proposer shall be consistent with, and be governed by, the ordinances of the Town of Lake Hamilton, the laws of the State of Florida, both procedural and substantive, and applicable federal statutes, rules, and regulations. Any and all litigation arising under any contractual arrangement shall be brought in the appropriate court in Polk County, Florida.
- F. Conflict of Interest:** All proposers must disclose, with their proposal, the name of any corporate

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officer, director, or agent who is also an officer or employee of the Town of Lake Hamilton. Furthermore, all proposers must disclose the name of any Town of Lake Hamilton officer or employee who owns, directly or indirectly, an interest of ten percent (10%) or more of the proposer's firm or any of its branches, subsidiaries, or partnerships.

- G. Additional Terms and Conditions:** No additional terms and conditions included with the proposal response shall be evaluated or considered, and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmitting letters, specifications, literature, price lists, or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the proposer's authorized signature affixed to the proposal signature section attests to this.
- H. Liability:** The Consultants shall act as an independent contractor and not as an employee of the town of Lake Hamilton. The successful proposers will be required to indemnify, defend, and hold and save harmless the Town of Lake Hamilton, its officers, agents, and employees, from damages arising from the performance of, or the failure to perform, any task or duty required to be performed by the successful proposers.
- I. Indemnity:** The successful proposers will be asked to fully indemnify the Town.
- J. Insurance:** During the entire period of performance of any contract resulting from this solicitation, the Consultants shall procure and maintain at least the minimum kinds of insurance as stipulated herein. Proof of such insurance must be provided to the Town prior to beginning contract performance.
- K. Public Entities Crimes:** A person or affiliate who has been placed on the convicted contractor list, following a conviction for public entity crime, may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to any public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, in CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted contractor list. By signature on this solicitation and confirmation on the attached form, the proposer certifies that it is qualified to do business with the Town of Lake Hamilton in accordance with all Florida Statutes.
- L. Acceptance of Services:** Receipt of service shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the performance meets the specifications and/or all conditions. Should the delivered service differ in any respect from the specifications, payment will be withheld pursuant to section 218.70, Florida Statutes, until such time as the successful proposer takes necessary corrective action. If the proposed corrective action is not acceptable to the Town, the Town may refuse final acceptance of the service.
- M. Minority Business Enterprise Preference:** In instances where two or more of the highest ranked proposals are identical in every way, the proposer certified as a minority business enterprise under Florida Statutes will be favorably considered for the award.

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- N. Drug-Free Workplace Preference:** Whenever two or more proposals are equal with respect to price, quality, and delivery, and services are received for procurement subject to the Town of Lake Hamilton Administrative Code, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference, in accordance with section 287.087, Florida Statutes. Certification of an implemented drug-free workplace program must be included with the proposal when the proposal is submitted.
- O. Audits and Records—Responsibilities of Successful Proposer:** Before or after an agreement is prepared and executed, the successful proposer may be required to disclose their financial condition in a specified manner. In addition, subsequent to an agreement being executed, the successful proposer must maintain financial records and reports relating to funds paid by any parties for work on the matters which are the subject of this RFQ document, and submit reports to the Town in the form and frequency requested. The Consultant must maintain books, records, documents, and other evidence according to generally accepted accounting principles, procedures, and practices, which sufficiently and properly reflect all costs of any nature expended in the performance of the resulting contract, and retain said copies for a period of no less than three (3) years after termination of the project. The aforesaid records, books, documents, and other evidence shall be subject at all times to inspection, review, or audit by the Town Auditor or its designee. The successful proposer shall include these aforementioned audit and record keeping requirements in contracts and subcontracts thereto entered into by the successful proposer with any party for work required in the performance of this project.
- P. Additional Information:** The Town of Lake Hamilton reserves the right to request any additional information needed for clarification from any proposer for evaluation purposes.
- Q. Equal Opportunity:** The Town of Lake Hamilton recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises. All proposers are asked to make an affirmative statement as to its support of all applicable equal opportunity and affirmative action requirements. A copy of the Town's Equal Employment Opportunity policy is available upon request.
- R. Cost of Submittal:** The proposer understands that any and all costs related to the submittal of a proposal is considered an operational cost of the Proposer and shall not be passed on to, or be borne by, the Town.

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Section 5 Submittal Format

- A.** Each evaluation criteria category shown in the below subsections should be identified in individual sections of the proposal. The Town has organized the submittal of information to its requirements. Each individual section shall address the general selection criteria that are required by law. Points have been assigned for each category.
- B.** To assist you in preparing your response, the Town's selection procedures are also described herein. Please abide by all requirements set forth to avoid any risk of disqualification.
- C.** Proposals must be signed by an authorized representative of the firm. Failure to submit all information requested may result in a lower evaluation score for your proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Town at its discretion as unresponsive.
- D.** There is no limit on the number of pages that can be submitted, unless stated otherwise. Proposals shall be printed single-sided, with a font of no less than twelve (12) points. The following are exceptions and do not add to the total page count. 11 X 17 fold outs shall count as two pages.
1. Section dividers
 2. Introduction letter
 3. Attachments A through I, as applicable
 4. Insurance certificate
 5. Financial disclosure
 6. Litigation disclosure
- E.** Proposals shall be concise and succinct. Please summarize the proposer's pertinent experience and capabilities. Emphasis should be placed on completeness and clarity.
- F. Specific Submittal Format Sections:** Sections 1 to 8 shall be included in the Proposer's submittal and shall appear "tabbed" accordingly.
- 1. Introduction "TAB 1" (0 Points).** This section will contain a cover letter signed by an authorized representative of the proposer. The table of contents will follow the cover letter. This section is not included in the overall page count. The letter should disclose the proposer and its location. **Maximum 1 page**
 - 2. Firm Information "TAB 2" (10 Points).** This section shall briefly describe the proposer's organization and structure. State if all work will be performed in the named office or if another branch office may be used. If this work, or part of this work, is to be performed in another branch office, state the location and size of that office. In addition, include names of any anticipated subcontractors, if any, for services, and provide a table identifying the relationship between the Town and the subcontractors. **Maximum 2 pages.**
 - 3. Project Approach "TAB 3" (20 Points).** This section shall define the services your company is proposing to the Town of Lake Hamilton that will best meet the criteria specified in the Scope of Services for the project. State the proposer's project management plan,

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interpretation of the scope, and the method of approach. This section shall address the nature of these services to be provided. In addition, provide a description of innovative concepts proposed to enhance value, quality, and to control cost and schedule. **Maximum 5 pages.**

4. **Assigned Personnel and Experience "TAB 4" (40 Points):** This section shall include the resumes of key personnel, and qualifications of specific individuals to be assigned to each project (include names, resumes, and roles of the individuals with experience in similar projects). Also include the percentage of time that these individuals will devote to the Town's projects. If any subcontractors are listed in Section 2, a description of the roles of the key personnel proposed for each project will play shall be included, specifically their experience relative to each type of project. Failure to produce key personnel for each project included in the submittal may be grounds for dismissal and is non-negotiable. **Maximum 5 pages.**

5. **Firm References, Previous/Similar Work Completed "TAB 5" (17 Points):** This section shall provide years of experience of the proposing firm in the specified work areas and examples of similar size projects with applicable reference information, with emphasis on similar projects in similar climates. Concentrate only on those projects completed by the proposer's firm. Please indicate which team members were part of the referenced projects and will be a part of the Town's projects. Indicate whether the experience was with the current firm or a past employer. In all illustrations of experience, indicate specifically the nature and extent of the work performed by the individuals or firms on prior similar projects. The title and a brief description of each project shall include:

- Client Name, Address, Contact, **AND** Phone and Fax Numbers,
- Project Title,
- Description of work performed, including the project location,
- Year completed, and,
- Fee charged / total cost of your contract.

Maximum 3 pages.

6. **Current and Near Future Workload, Project Budget, and Schedule "TAB 6" (10 Points):** This section shall state the proposer's commitment to perform in a timely fashion within the budget specified. Present the current and projected workloads of identified key personnel to be assigned to this project. State that personnel listed in the submittal shall be available for and assigned to this project. In addition, this section shall also contain an implementation timeline that illustrates, by month, when the proposer will implement the various phases of its proposal (i.e. start-up, product installation, training, commencement of site, etc.). **Maximum 2 page**

This section shall also include a list of all current Town of Lake Hamilton continuing service engagements to proposer along with the status of each.

7. **Firm Location "TAB 7" (3 Points):** The Principal place of business, headquarters, or other place of business has been located for more than one (1) year within the legal boundaries of Polk County, Florida. Attachment "H", Firm Location, shall be included in any proposal to be considered for receipt of evaluation criteria points based on firm location.

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8. **Attachments and Required Documentation "TAB 8" (0 Points).** All attachments required by this RFQ DOCUMENT shall be fully executed by the proposer. Failure to do so will diminish the proposer's score. This section is not included in the overall page count.

Proposal shall include executed Attachments A-F

- | | |
|---|---|
| A | Addendum Acknowledgement |
| B | Insurance Requirements |
| C | Acceptance of Proposal Terms and Conditions |
| D | Drug Free Workplace Certification |
| E | Conflict of Interest Statement |
| F | Public Entity Crimes Disclosure |
| H | Firm Location |
| I | Supplier Survey |

Proposal shall include the following Documentation:

- a. **Proof of Insurance:** Failure to provide valid proof of insurance in accordance with Attachment B may be grounds for dismissal of the proposal. This is nonnegotiable item. Surety issuing insurance certificate must carry an industry rating, per *Best's Key Rating*, of "A" or higher.
- b. **Financial Requirements:** Provide an official letter from the provider's financial institution detailing the financial status of the proposer. This letter shall include a contact name, address, phone number, and fax number. Additional credit information, including but not limited to audited financial statements, pro forma issues, or annual reports may be requested from the top-ranked proposers.
- c. **Litigation:** Please list any past and/or pending litigation or disputes, relating to the work described herein, that the proposer's firm has been involved in within the last five (5) years. This list shall include the project name and the nature of the litigation.

EVALUATION CRITERIA	
Category	Points
1. Introduction/Transmittal Letter	0
2. Firm Information	10
3. Project Approach	20
4. Assigned Personnel and Experience	40
5. Firm References, Previous Similar Work Completed	10
6. Current, Near Future Workload, Project Budget and Schedule	17

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EVALUATION CRITERIA	
Category	Points
7. Firm Location	3
8. Additional Requirements Firm Location	-
Total Points	100
* Value included in technical compliance. Items will be used for comparative and relative evaluation purposes.	

Section 6 Award or Rejection of Offers, General Criteria

- A. Evaluation Procedures.** The Evaluation and Recommendation Committee (ERC) shall make all initial determinations.
- B. Award of Contract.** The ERC will make a recommendation to the Town of Lake Hamilton Council regarding the firms it has chosen as their top-ranked firm. The firm recommended shall be the firm that most closely meets the Town's expectations for the Scope of Services for that project, and shall be fully responsive and responsible proposer.
- C. Presentation to the Town of Lake Hamilton City Commissioners.** Upon receipt and ranking of all properly received responses, the ERC shall present to the Town of Lake Hamilton Council its rankings and the recommended primary ranked firm. Approval of the top-ranked firm by the town of Lake of Hamilton Council will constitute an authorization to negotiate with the top-ranked firm. The Town of Lake Hamilton reserves the right to make the final decision as to which firms are granted primary negotiating rights or to request additional presentations of one or more of the proposers.
- D. Right to Reject.** The Town of Lake Hamilton reserves the right to accept or reject any or all proposals, or any part thereof, with or without cause, without recourse, to waive technicalities or irregularities, and to accept or reject proposals which, in its judgment, best serve the interest of the Town.
- E. Proposal Results.** The list of proposal responses should be available within forty-eight (48) hours of the opening date and time. Contact the Town Clerk, Brittney Sandovalsoto at 863-439-1910 for the results.
- F. Protests.** Any party having actually submitted a proposal may protest the RFQ contract award by filing such a protest in writing to the Project Coordinator within three (3) days, excluding holidays and weekends, after the contract award is made. Filing such a protest shall stay all further contract proceedings until all protest measures have been exhausted. The decision of the Town of Lake Hamilton is final.
- G. Determining Responsibility.** In conjunction with the weighted criteria being used to determine the viability of the proposal, the Town may also consider the proposer's ability to meet or exceed the following criteria:

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1. The proposer's ability, capacity, and skill to perform the contract or provide the service within the time specified;
2. The reputation, judgment, and experience of the proposer;
3. The quality of performance of previous contracts or services including previous performance with the Town;
4. Previous and existing compliance by the proposer with laws and ordinances relating to the contract or service;
5. Financial resources of the proposer to perform the contract or provide the service; and,
6. Whether the proposer is in arrears to the Town on a debt or contract or is a defaulter on surety to the Town, or whether the proposer's taxes are delinquent.

Section 7 Evaluation and Contracting Procedures

- A. Evaluation/Recommendation Committee.** The Evaluation and Recommendation Committee (ERC) is comprised of qualified Town of Lake Hamilton staff members and/or professional Town advisors recommended by the Town Administrator in coordination with the requesting department. The composition of the committee shall promote diversity through the selection of qualified members representing various Town offices, departments, and/or professional advisors. The ERC shall consist of no less than three (3) and no more than seven (7) members. The Finance Department representative shall be the non-voting chair of the committee.
- B. Initial Evaluation of Responses.** The Project Coordinator shall perform the initial review of all proposals submitted for initial qualifications certification. This entails checking with the appropriate professional regulatory agency to ensure proper professional licensing, and checking that the firm is at least minimally qualified based upon its capabilities, adequacy of personnel, past record of performance, and experience. A checklist of the essential items required by the solicitation shall be prepared by the Project Coordinator and presented to the ERC prior to its first meeting.
- C. Short Listing.** The ERC may be tasked with selecting a minimum of three (3) and a maximum of six (6) of the proposals submitted for presentation and/or interview based upon the criteria established herein. A committee may opt for less than three (3) presenters or interviewees. If fewer than three (3) proposers submit a proposal, those that submit shall be selected for an interview or the solicitation may be canceled. Recommendation of the top-ranked firms ("Short List") shall be forwarded to the Finance Department Office Manager.
- D. Proper Notifications.** The Project Coordinator will notify all proposers of the ERC's decision, list the names of firms recommended for interview, and coordinate the interview schedule as necessary.
- E. Presentations or Interviews.** The ERC may hear presentations and/or conduct interviews with the selected proposers regarding the qualifications, approach to the project, ability to furnish the required services, and all criteria set forth herein. Compensation shall not be discussed or considered during the interview or presentation process.

1. RFQ # BD 23-02	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 06, 2023
Project Coordinator: StevenHunnicutt Phone: (863)439-1910 Email:Shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton,FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Presentation to the Town of Lake Hamilton Council. The Project Coordinator shall prepare an agenda item for presentation to the Town of Lake Hamilton Council requesting the designation of, and the authorization to negotiate with, the top-ranked firm or firms.

- F. Contract Negotiations.** The Project Coordinator shall coordinate the negotiation schedule upon authorization by the Council.
- G. Negotiation Team.** The Negotiating Team for the Town shall begin negotiations with the number one ranked firm for each project, as approved by the Town of Lake Hamilton Council, for professional services at compensation which the Negotiation Team determines is fair, competitive, and reasonable. **NOTE:** In the event the Negotiation Team cannot negotiate a satisfactory contract with the number one ranked firm, negotiations shall begin with the second ranked firm upon prior consent of the Town of Lake Hamilton Council. This process shall be repeated, each time moving to the next ranked firm. If the third firm cannot be negotiated with successfully, the project is to be reevaluated and considered for re-advertising.
- H. Award of Contract.**
1. The Town Administrator, or its designee, shall review the fees and rates of compensation for reasonableness prior to submittal of a draft contract or agreement to the Town Attorney's office. Other experts may be consulted to assist in this process.
 2. The Project Coordinator shall format the contracts and forward same to the Town Attorney for review and approval.
 3. The Project Coordinator shall prepare an agenda item requesting award of contracts to successful proposers by the Town of Lake Hamilton Council and to authorize the Chairman or Vice Chairman to execute the agreements. The Town of Lake Hamilton Council retains full discretion to reject the contracts so negotiated and order further negotiations or to terminate negotiations and commence negotiations with the next ranked firm.

Section 8 Office of Record

The Town of Lake Hamilton Town Clerk's Office shall be the official "office of record" for all information transactions and data disbursements associated with this solicitation. The town clerk's Office may be reached Monday through Friday between 8:00 a.m. and 5:00 p.m. at 863-439-1910.

Section 9 Time of Performance

The services described herein and on the attached shall be performed in a prompt and correct manner within the standards of good and ethical productivity as negotiated between the Town and the successful proposers. All proposers are asked to provide the best estimate for compliance with the scopes of work as established by the solicitation. All contract time lines will be based on projected scopes and estimated times for performance.

Section 10 Attachments and Exhibits

All attachments and exhibits hereto are made a binding part of this solicitation by this reference.

1. RFQ # BD 23-02	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 06, 2023
Project Coordinator: StevenHunnicutt Phone: (863)439-1910 Email:Shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton,FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Section 11 Estimated Time Line

First Advertisement	September 6, 2023
RFQ Released to General Public	September 6, 2023
Cut-off for questions to be answered via addendum	September 27, 2023
Proposal Submittal Deadline	__2PM__(time) __October 4, 2023
Proposal Opening	_3PM__(time) October 4, 2023
Evaluation & Selection Committee Meeting(s)	Will be scheduled as needed
Short Listed Presentations	Will be scheduled as needed
Council's Authorization of Contract Negotiations	TBD
Council's Approval of Contracts	TBD

Section 12 Budget and Cost

As stewards of public funds, the Town maintains all adopted budgetary parameters in the performance of its contracts. The ability of the successful proposer to maintain a sense of fiscal responsibility shall be favorably considered in the ranking and award of a contract.

Section 13 Summary

Responses to this solicitation will be evaluated using the above criteria. Firms and individuals will be notified in writing whether they have been selected for interview/presentation within a reasonable time after the submittal date. The Town of Lake Hamilton welcomes your response to this solicitation. Please note that failure to comply with any aspect of these procedures may be cause for disqualification of firm's Expression of Interest. All proposers' submittals SHALL conform to the format as requested and detailed above. Failure to conform to the required submittal format may be cause for disqualification.

1. RFQ # BD 23-02	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 06, 2023
Project Coordinator: StevenHunnicut Phone: (863)439-1910 Email: Shunnicut@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Attachment "A"
Addendum Acknowledgment

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.	Addendum # _____ through # _____
	Initial: Date:
Person Completing RFQ Document (Signature): 	
Name (Printed):	Title:

>>>Failure to submit this form may disqualify your response.<<<

<div>2. RFQ # BD 21-03</div>	<div>Due Date & Time: October 4, 2023 at 03:00 PM EST</div>	<div>Advertised Date(s): September 6, 2023</div>
<div>Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com</div>	<div>Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910</div>	
<div>Title Town Hall Addition for Building Department</div>		

Attachment "B"
Insurance Requirements

- A. The successful Bidder/Contractor shall not commence any work in connection with an agreement until it has obtained all of the following types of insurance and has provided proof of same to the TOWN, in the form of a certificate prior to the start of any work, nor shall the successful Bidder/Contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.
- B. The successful Bidder/Contractor and/or subcontractor shall maintain the following types of insurance, with the respective limits:
1. BODILY INJURY LIABILITY
 - a. \$500,000 operations each claim per person
 - b. \$500,000 completed operations each claim per person;
 2. AUTOMOBILE PUBLIC LIABILITY
 - a. Bodily Injury:
 - i. \$500,000 each claim per person
 - ii. \$500,000 aggregate
 - b. Property Damage:
 - i. \$500,000 each claim per person
 - ii. \$500,000 aggregate;
 3. PROPERTY DAMAGE LIABILITY (other than automobile)
 - a. \$500,000 each claim per person
 - b. \$500,000 operations per claim
 - c. \$500,000 protective per claim (covering automobile)
 - d. \$500,000 contractual per claim;
 4. GENERAL LIABILITY - One Million Dollars (\$1,000,000) any single occurrence;
 5. AGGREGATE – Two Million Dollars (\$2,000,000);
 6. EXCESS COVERAGE – One Million Dollars (\$1,000,000);
 7. PROFESSIONAL LIABILITY – One Million Dollars (\$1,000,000);
 8. PRODUCT LIABILITY – Two Million Dollars (\$2,000,000); and,
 9. WORKER'S COMPENSATION – covering the statutory obligation for all persons engaged in the performance of the work required hereunder and Employers' Liability insurance with limits not less than \$1,000,000 per occurrence. Evidence of qualified self-insurance status will suffice for this subsection. In case any class of employees engaged in hazardous work under an agreement at the site of the project is not protected under the Worker's Compensation statute, the successful Bidder/Contractor shall provide, and cause each subcontractor to provide, adequate insurance, satisfactory to the TOWN, for the protection of its employees not otherwise protected.
- C. **Certificates of Insurance:** The successful Bidder/Contractor shall provide the TOWN's Finance Department with a Certificate of Insurance evidencing such coverage for the duration of the awarded agreement. Said certificate shall be dated and show:

2. RFQ # BD 21-03	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 6, 2023
Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

1. The name of the insured Bidder/Contractor,
2. The specified job by name and job number,
3. The name of the insurer,
4. The number of the policy
5. The effective date
6. The termination date
7. A statement that the insurer will mail notice to the TOWN at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy

- D. **Town as Additional Insured:** The successful Bidder/Contractor shall name the TOWN as an additional insured, to the extent of the service to be provided under the agreement, on all required insurance policies, and provide the TOWN with proof of same.
- E. **Waiver:** Receipt of certificates or other documentation of insurance or policies or copies of policies by the TOWN, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the successful Bidder's/Contractor's obligations to fulfill the insurance requirements specified herein.
- F. **Loss Deductible Clause:** The TOWN shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the successful Bidder/Contractor and/or subcontractor providing such insurance.

Initials of Signatory: _____ Date: _____

The Town reserves the unilateral right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

>>>Failure to submit this form may disqualify your response.<<<

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Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Attachment "C"

Acceptance of Proposal Terms & Conditions

I/we, the undersigned, do hereby accept in total all the terms and conditions stipulated and referenced in this RFQ document and do hereby agree that if a contract is offered or negotiated it will abide by the terms and conditions presented in the RFQ document or as negotiated pursuant thereto. The signature(s) below are an acknowledgment of our full understanding and acceptance of all the terms and conditions set forth in this RFQ document or as otherwise agreed to between the parties in writing.

Contracting Party Printed Name: _____ Title: _____

Contracting Party Signature: _____ Date: _____

Company Name: _____

Mailing Address: _____

Phone/Fax/Email: _____

NOTARY:

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 20 _____

☐ Personally Known ☐ Produced Identification: _____

Notary Signature: _____

Notary Stamp

>>>Failure to submit this form may disqualify your response.<<<

2. RFQ # BD 21-03	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 6, 2023
Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Attachment "D"

Drug-Free Workplace Certification

In case of tie bids, preference must be given to a Bidder submitting a certification with the bid response certifying that the Bidder has a drug-free workplace in accordance with section 287.087, Florida Statutes. The drug-free certification form below must be signed and returned with the bid.

In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in the first paragraph.
- (4) In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.

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

Contracting Party Printed Name: _____ Title: _____

Contracting Party Signature: _____ Date: _____

Company Name: _____

Mailing Address: _____

Phone/Fax/Email: _____

NOTARY:

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 20 _____

☐ Personally Known ☐ Produced Identification: _____

Notary Signature: _____

Notary Stamp

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL

>>>>Failure to submit this form with your PROPOSAL may disqualify your response. <<<<

2. RFQ # BD 21-03	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 6, 2023
Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Attachment "E"

Conflict of Interest Statement

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

- A. I am the _____ of with a local office in and principal office in _____.
- B. Said entity is submitting this proposal/offer to RFQ # _____.
- C. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
- D. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
- E. Neither the AFFIANT nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
- F. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contracting to follow thereafter by any government.
- G. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- H. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any Town Division, Department, or Office.
- I. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within the Town of Lake Hamilton government.
- J. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the Town in writing.

Contracting Party Printed Name: _____ Title: _____

Contracting Party Signature: _____ Date: _____

Company Name: _____

Mailing Address: _____

Phone/Fax/Email: _____

NOTARY:

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 20 _____

☐ Personally Known ☐ Produced Identification: _____

Notary Signature: _____

Notary Stamp

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL

>>>>Failure to submit this form with your PROPOSAL may disqualify your response. <<<<

2. RFQ # BD 21-03	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 6, 2023
Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Attachment "F"

PUBLIC ENTITY CRIMES

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, ITN, or Contract Number _____, for

2. This sworn statement is submitted by _____ whose business address is **[Name of entity submitting sworn statement]** _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).

3. My name is _____ and my relationship to the above is **[Please print name of individual signing]**

4. I understand that a "public entity crime" as defined in section 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(l)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that "affiliate" as defined in section 287.133(l)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(l)(e), Florida Statutes, 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 bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders,

2. RFQ # BD 21-03	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 6, 2023
Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

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, AND **[Please indicate which additional statement applies].**

____ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate was placed on the convicted contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the Department of General Services.]**

Contracting Party Printed Name: _____ Title: _____

Contracting Party Signature: _____ Date: _____

Company Name: _____

Mailing Address: _____

Phone/Fax/Email: _____

NOTARY:

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 20 _____

☐ Personally Known ☐ Produced Identification: _____

Notary Signature: _____

Notary Stamp

PLEASE COMPLETE AND SUBMIT WITH PROPOSAL
>>>>Failure to submit this form with your Bid may disqualify your response. <<<<

2. RFQ # BD 21-03	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 6, 2023
Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Attachment "G"

Statement of "NO PROPOSAL"

If you do not intend to submit on this requirement, please complete and return this form prior to date shown for receipt of proposals to:
 Town of Lake Hamilton, Attn: Finance Director, 100 Smith Avenue, Lake Hamilton, FL 33851.

I/WE HAVE DECLINED TO PROPOSE TO _____, titled _____ for the following reason(s):

REMARKS:

- ☐ Proposal too "restrictive", i.e., geared toward one firm or provider.
- ☐ Insufficient time to respond to Request for Qualifications.
- ☐ We do not offer this service.
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet requirements.
- ☐ Unable to meet bond requirements.
- ☐ Work unclear (please explain below).
- ☐ Other (please specify below).

I/We understand that if this "No Proposal" form is not executed and returned, my/our name may be deleted from the list of qualified proposers for City of Davenport for future projects.

Contracting Party Printed Name: _____ Title: _____

Contracting Party Signature: _____ Date: _____

Company Name: _____

Mailing Address: _____

Phone/Fax/Email: _____

NOTARY:

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me _____ day of _____, 20____

☐ Personally Known ☐ Produced Identification: _____

Notary Signature: _____

Notary Stamp

2. RFQ # BD 21-03	Due Date & Time: October 4, 2023 at 03:00 PM EST	Advertised Date(s): September 6, 2023
Project Coordinator: Steven Hunnicutt Phone: (863) 439-1910 Email: shunnicutt@townoflakehamilton.com	Respond to: Town of Lake Hamilton, Attn: Town Clerk's Office, 100 Smith Ave., Lake Hamilton, FL 33851 Phone: (863) 439-1910	
Title Town Hall Addition for Building Department		

Attachment "H" Firm Location

I/we, affirm that _____ has maintained a principal headquarters or, _____ other place of business within the boundaries of Polk County, Florida for more than one (1) year prior to the date of this proposal. The signature(s) below are an acknowledgment of our full understanding and acceptance that evaluation criteria provides points based on firm location as set forth in this RFQ

Contracting Party Printed Name: _____ Title: _____

Contracting Party Signature: _____ Date: _____

Company Name: _____

Mailing Address: _____

Phone/Fax/Email: _____

NOTARY:

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 20 _____

☐ Personally Known ☐ Produced Identification: _____

Notary Signature: _____

Notary Stamp

>>>Failure to submit this form may disqualify your response.<<<