

Request for Qualifications (RFQ)
Alternative Water Supply Project near SR46 in Seminole County
Preliminary Design Report - Environmental Information Document (PDR-EID) Re-Bid

TABLE OF CONTENTS

<u>Description</u>	<u>Page No.</u>
LEGAL AD	1
REQUEST FOR QUALIFICATIONS # 11-03.....	2
STANDARD INSURANCE REQUIREMENTS	10
STATEMENT OF INSURANCE COMPLIANCE.....	11
NON-COLLUSION AFFIDAVIT OF BIDDER	12
CONFLICT OF INTEREST STATEMENT.....	13
DISPUTES DISCLOSURE FORM	14
DRUG-FREE WORKPLACE CERTIFICATION FORM	15
ACKNOWLEDGEMENT OF ADDENDA	16
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER FEDERALLY FUNDED TRANSACTIONS.....	17
SUB-CONSULTANTS LIST.....	19
SUMMARY OF SCOPE OF WORK (EXHIBIT A)	20

**LEGAL AD
CITY OF OVIEDO, FLORIDA
RFQ #11-03**

**Request for Qualifications (RFQ)
Alternative Water Supply Project near SR46 in Seminole County
Preliminary Design Report - Environmental Information Document (PDR-EID) Re-Bid**

The City of Oviedo is seeking qualifications from individuals or firms interested in providing the Alternative Water Supply Project near SR46 in Seminole County (Project) Preliminary Design Report - Environmental Information Document (PDR-EID) pursuant to the "Consultants Competitive Negotiation Act," Florida Statutes 287.055. The RFQ guideline package will be available through DemandStar at 1-800-711-1712 or www.demandstar.com, document number 1103. RFQs are due on or before 2:00 p.m., May 25, 2011 to:

**Purchasing Office
400 Alexandria Boulevard, First Floor
Oviedo, Florida 32765.**

The City of Oviedo reserves the right to accept or reject any and all submittals, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City of Oviedo and the Alternative Water Supply Project near SR46 in Seminole County project partners (Suppliers). The City accepts no responsibility for any submittal not reaching the prescribed point within the time period stipulated.

End of Advertisement

Advertise one time: April 17, 2011

END OF SECTION

**CITY OF OVIEDO, FLORIDA
REQUEST FOR QUALIFICATIONS # 11-03
ALTERNATIVE WATER SUPPLY PROJECT NEAR SR46 IN SEMINOLE COUNTY
PRELIMINARY DESIGN REPORT - ENVIRONMENTAL INFORMATION
DOCUMENT (PDR-EID) RE-BID**

GUIDELINES FOR SUBMITTING QUALIFICATIONS

1. INTRODUCTION:

The City of Oviedo is seeking the services of individuals or firms interested in providing the Alternative Water Supply Project near SR46 in Seminole County (Project) Preliminary Design Report - Environmental Information Document (PDR-EID) for the City of Oviedo and the Alternative Water Supply Project near SR46 in Seminole County project partners (Suppliers). It is anticipated that the City of Oviedo, with input and funding from the Suppliers, will contract with one firm to provide the necessary professional services to provide the Preliminary Design Report and Environmental Information Document for this project. During this period, the City of Oviedo shall reserve the right to seek qualifications and/or proposals from other individuals or firms for specialized projects or services, as deemed to be in the best interest of the City of Oviedo and the Suppliers.

2. SERVICES:

To include all services necessary for the Project PDR-EID, which include, but are not limited to feasibility studies, conceptual design, environmental and hydrogeological evaluation, preliminary design, permitting services, investigation and evaluation, risk assessments and other related services as outlined in the "Summary Scope of Work" attached hereto as Exhibit A.

3. INFORMATION:

For information pertaining to this Request For Qualification (RFQ), contact the Purchasing Department as shown in Section 5; Submittal of Qualifications. Such contacts shall be for clarification purposes only. Material changes, if any, to the scope of services or proposal procedures will be transmitted only by written addendum.

4. ANTICIPATED RFQ TIMETABLE:

a)	Release of Request For Qualifications	April 17, 2011
b)	Deadline for Written Questions	April 29, 2011
c)	Proposal Due Date	May 25, 2011
d)	Evaluation of Proposals and Short Listings Completed	June 22, 2011
e)	Oral Presentations	July 13, 2011
f)	Recommendation and Anticipated Award by City Council	August 1, 2011

All dates are tentative. The City reserves the right to change scheduled dates.

5. SUBMITTAL OF QUALIFICATIONS:

All individuals or firms shall submit one (1) original and ten (10) copies of their documents in a sealed envelope or package. Submittals shall be limited to 75 pages total with written content, appendices and graphics, which are structured in accordance with the requirements of Section 6 of this RFQ. The 75 page limit requirements are:

- Pages can be double sided. However, the 75 page printed page limit will still apply
- 11" x 17" pages will count as one page
- Appendix A forms will not be counted in the 75 page limit. The primary and each sub-consultant need to complete all eight forms.
- Tabs and cover will not be counted in the 75 page limit
- Font size cannot be smaller than 12 point

The front of the envelope or package shall read:

Request for Qualifications for:

Alternative Water Supply Project near SR46 in Seminole County

**Preliminary Design Report - Environmental Information Document (PDR-EID) Re-Bid
RFQ # 11-03**

Due Date: May 25, 2011

Company Name:

Documents must be mailed or hand delivered to:

Barbara Taylor, Purchasing Agent

City of Oviedo

400 Alexandria Boulevard, First Floor

Oviedo, FL 32765

Fax Number: 407-971-5806

Email: btaylor@cityofoviedo.net

All documents must be delivered to or received in the mail by the due date and time. Any documents submitted after this date and time will not be considered and will be returned to sender unopened. The City takes no responsibility for late mail or late delivery services.

6. INFORMATION TO BE INCLUDED IN THE SUBMITTAL

In order to facilitate the proposal review process, and maintain a structural similarity with the selection criteria of Section 7, it is requested that proposals be organized in the manner specified below providing separate sections as delineated. At a minimum, include all information requested herein in your proposal.

- A.** Title Page: Include RFQ Number, subject, name(s) of the proposer, address, telephone number, e-mail address and the date
- B.** Letter of Interest: Please limit to two pages and also include names of the persons who will be authorized to make representations for the proposer, their titles, addresses, and telephone numbers, e-mail address, location of office(s) that will be providing the service

- C.** Table of Contents: Include a clear identification of the proposal content by section and by page number
- D.** Executive Summary: Submit a brief abstract, of no more than three pages, stating the team's understanding of the nature and scope of the services to be provided, the anticipated project approach and the team's ability to comply with all requirements
- E.** Project Team: Present the project team and the reasoning for the team composition. This section will be evaluated in accordance with Section 7.1 and should also include the following, at a minimum:
 - a.** Team organizational chart
 - b.** Clear delineation of responsibilities between members of the Team and their firms
 - c.** Management Plan for the Team
 - d.** Professional licenses and certifications of the firms
 - e.** Identify former firm names operated under by members of the Team
 - f.** Indicate age of Team member firms and years operation in Florida
- F.** Project Manager: Present the team management qualification of the selected Project Manager. This section will be evaluated in accordance with Section 7.2.
- G.** Project Team Experience: Demonstrate the experience of the team and its member firms. This section will be evaluated in accordance with Section 7.3 and should also include the following, at a minimum:
 - a.** Client Name
 - b.** In addition to the description of any past experience, references should be provided for all projects identified as similar by the Team
 - c.** Contact Information for all references, including name(s), telephone number(s) and email address(es)
- H.** Key Project Personnel: Demonstrate the experience of the Key Project Personnel. This section will be evaluated in accordance with Section 7.4.
 - a.** Resumes of Key Project Personnel should be included
 - b.** Client Name
 - c.** In addition to the description of any past experience, references (with name, telephone number and email address) should be provided for all projects identified as similar by the Team.
- I.** Project Approach: This section will be evaluated in accordance with Section 7.5. The following should be considered:
 - a.** Describe the Team's approach and the responsibilities of the management and staff personnel that will perform the work.
 - b.** Describe the method employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and training, and timely initiation and completion of all work.
 - c.** Provide detailed information on how proposer will communicate with assigned City and Supplier personnel prior to, during and after job commencement.
- J.** Team Location: This section will be evaluated in accordance with Section 7.6.
- K.** Appendix A: Provide the following required forms:
 - a.** Statement of Insurance Compliance Form
 - b.** Non-Collusion Affidavit of Proposer
 - c.** Conflict of Interest Statement

- d. Disputes Disclosure Form
- e. Drug Free Workplace Certification Form
- f. Acknowledgement of Addenda
- g. Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion Lower Tier Federally Funded Transactions
- h. Sub-Consultants List

In addition to the list of sub-consultants, each sub-consultant should provide the required forms from this section

- L. Other Appendices, as appropriate
- M. Provide one CD with a PDF of the entire proposal document

7. SELECTION CRITERIA:

An Evaluation Team will be designated consisting of one member from each of the Suppliers, the Oviedo Project Administrator and Purchasing Agent. The Evaluation Team will evaluate and rank each submittal in accordance with the requirements of Section 6 and 7 of this Request for Qualifications in order to determine a short list for the oral presentation portion of the evaluation.

A selected group of the most qualified proposing Teams will be required to make an oral presentation to the Evaluation Team. The details of the oral presentation process will be provided to the selected proposers once the short list has been determined. Such presentation will provide an opportunity for the selected proposers to present and clarify the information provided in their RFQ. Oral presentations will be scored by the Evaluation Team, in conjunction with the scored proposal submissions. After the oral presentation, the Evaluation Team will rank presentations. The Evaluation Team may use this score or require additional information or presentations from selected proposers for incorporation into the scoring process for a final ranking, at their discretion.

The Evaluation Team will present its recommendation to the Purchasing Agent. The Project Administrator and Purchasing Agent will present the short list of firms to the City Council, which has the authority to make the final determination and award contracts.

Evaluation factors are based on the abilities of the proposer to efficiently perform the Scope of Services as outlined in this Request for Qualifications. The City will be seeking to identify the submittal(s) that will best meet the needs of the City of Oviedo and the Suppliers, as determined from the responses to this RFQ.

Responses shall include information or documentation regarding, and will be evaluated using the criteria detailed below. Criteria 7.1 –7.5 will be rated using the following range:

Evaluation Rating Range	Score
More than adequate	8 – 10
Adequate	5 – 7
Less than adequate	1 – 4
Not covered in proposal	0.0

Criteria

- 7.1 Project Team 10%**
- Abilities and capabilities of Team to perform services of this type
- A. Public outreach, public involvement, workshop facilitation and communications
 - B. Water treatment, transmission and storage design
 - C. Permitting of water supply projects
 - D. Water resources management and water quality analysis
 - E. Decision support, including alternatives generation evaluation and selection
 - Systems simulation and optimization
 - Trade-off analysis
 - F. Project delivery and financing
 - G. NEPA compliant planning, investigation and environmental documentation
 - H. Small business project involvement and mentoring
- Provide a proposed team organization and projected staffing matrix, with location and available hours
- 7.2 Project Manager 5%**
- A. Experience in coordination/facilitation of multi-party consensus driven processes
 - B. Past or present experience of the proposed project manager on projects of this type with a statement of relevance for each cited project
- 7.3 Project Team Experience 20%**
- A. Past performance of the Team on performance of contracts of this type.
 - B. Relate how work resulted in successful implementation
 - C. Explain how services resulted in value added solutions
 - D. Present and quantify cost savings in both terms of manpower and funding
 - E. Demonstrate experience in water supply projects for Central Florida utilities
 - F. Specifically focus on timeliness, quality, validity of findings and accuracy of budget (compare estimate to actual cost). Provide references for at least 3 projects
- 7.4 Key Project Personnel 20%**
- Only those personnel who will be assigned to actively work on this project
- A. **Minimum Requirement:** A minimum of one project must be submitted for each of the key project personnel demonstrating experience relevant to the requirements of this RFQ
 - B. **Minimum Requirement:** Demonstration of engineering services by one of the Key Project Personnel for a potable water treatment facility with a rating of 5mgd or greater. Identification of specific responsibility for project phases such as feasibility, permitting, preliminary design, final design, construction administrations, etc. should be clearly presented.
 - C. **Minimum Requirement:** Demonstration of engineering services by one of the Key Project Personnel for a transmission main of 36" diameter or greater and a minimum of 5,000 linear feet. Identification of specific responsibility for project phases such as feasibility, permitting, preliminary design, final design, construction administrations, etc. should be clearly presented.
 - D. Demonstrated key leadership including project financial lead
 - E. Evidence of current professional status, if applicable
- *Note: Minimum project requirements and phase responsibilities will be verified with the submitted references.

7.5 Project Approach **40%**

Prepare a summary of the proposed approach to the project, its component deliverables and proposed/expected outcomes.

- A. Quality and innovation contained in proposal and the comprehensiveness of the approach. The logic of the approach and insight shown by the approach of the nature and complexity of the project
- B. Organization profile and proposed project management
- C. Awareness of environmental impacts, benefits and constraints
- D. Awareness of public concerns
- E. Familiarity with and use of existing data, studies, organizations and regulations relative to water supply projects in Central Florida

7.6 Team Location **5%**

This evaluation shall be based on the location of the Project Manager and the top five (5) Key Project Personnel and the physical address of the principal project office from which they will be working during their involvement with this project. The evaluation shall be calculated based on the sum of the individual distances from each of the Key Project Personnel principal project offices to the Oviedo City Hall address provided above. The sum of distances will be divided by 5, and shall be scored as follows:

Distance (miles)	Score
0 – 50	10
51 – 100	8
101 – 150	6
151 - 200	4
>200	0

TOTAL **100%**

8. QUESTIONS:

All questions shall be submitted in writing only before April 29, 2011 at 10:00 a.m. to:

Barbara Taylor, Purchasing Agent
400 Alexandria Boulevard, First Floor
Oviedo, FL 32765
Fax: (407) 971-5806
E-mail: btaylor@cityofoviedo.net

Responses to questions will be in the form of a written addendum issued after the question deadline.

Any contact made with any other employee of the City of Oviedo, or the Suppliers, regarding this “RFQ” may be grounds for the disqualification of your submittal.

9. LEGAL REQUIREMENTS:

All Federal, State, County and Local Laws, Ordinances, Rules and Regulations that in any manner affect this “RFQ” herein apply. Lack of knowledge by the submitting firms will in no way be cause for relief from responsibility.

10. CODE OF FEDERAL REGULATIONS REQUIREMENTS:

The Suppliers intent is to maintain the possibility for federal grant funding assistance for the Project that may develop from the PDR-EID developed under this RFQ. Additionally, the Suppliers encourage the use of small and minority firms, women's business enterprises and labor surplus area firms. To that end, proposing teams should comply with and document (to be provided prior to contract award) the federal grant requirements pertaining to non-discrimination, disadvantaged business enterprises, and other applicable federal grant requirements. The successful Team will be subject to all requirements of the federal funding agreement that are applicable to contractors of the City, as sub-grantee, including, but not limited to, the following requirement. "The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of the USEPA regulations at 40 C.F.R., part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of the contract or other legally available remedies." See 40 CFR Part 33, Appendix A. In addition, particular attention is directed toward the "Good Faith Efforts" set forth at 40 C.F.R., sections 33. 301 – 33.304., in procuring goods or services to fulfill the terms of the contract. The contract will require quarterly reporting of MBE/WBE utilization on EPA Form 5700-52A, or equivalent.

Lobbying Restrictions – The contract will incorporate the applicable federal requirements pertaining to "New Restrictions on Lobbying" set forth at 40 CFR part 34.

11. CONFLICT OF INTEREST:

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposing Teams must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of City or any of its agencies. Further, all Proposing Teams must disclose the name of any officer or employee of City who owns, directly or indirectly, any interest in the Offeror's firm or any of its branches or affiliate companies.

12. FORMAL PROTEST PROCEDURES:

- A. Any actual or prospective bidder, proposer, offerer or contractor who is aggrieved in connection with a solicitation or award of bid or contract may protest to the Purchasing Agent within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. Said protest shall be in writing and shall state with specificity the grounds therefore and also the action requested of the Purchasing Agent.
- B. The Purchasing Agent shall attempt to settle or resolve the protest. The Purchasing Agent shall render a decision, in writing, within ten (10) calendar days following receipt of the protest. No bid award will be made during this time.

- C. Any person aggrieved by the decision of the Purchasing Agent may appeal to the Finance Director within ten (10) calendar days from the date of the Purchasing Agent's written decision. Any such appeal shall be accompanied by a certified check or cash protest bond equal to five percent (5%) of the aggrieved vendor's bid made payable to the City, and shall state with specificity the grounds therefore and also the action requested of the Finance Director. The Finance Director shall attempt to settle or resolve the matter. The Finance Director shall render a decision, in writing, within ten (10) calendar days following receipt of the appeal. No bid award will be made during this time. If protest is rescinded, the protest bond is returned.
- D. Decisions of the Finance Director may be appealed to the City Manager by submission to the City Clerk of a written request of appeal within ten (10) calendar days from the date of the Finance Director's written decision. The written request shall state with specificity the grounds for the appeal and also the action requested of the City Manager. No bid award will be made during this time.
- E. The City Manager shall render a decision, in writing, within ten (10) days following receipt of the appeal. The decision of the City Manager shall be final and shall represent the position of the City.
- F. Timely filing of the protest and/or appeals is jurisdictional. If the appeal is taken to court and the City's decision is reversed, the protest bond will be returned. If the appeal is taken to court and the City's decision is upheld, the protest bond is forfeited to the City as a cost reimbursement to the City with the recognition of the bidder that the calculations of damages to the City would be speculative with regard to the waging of the appeal and that the forfeiture of the bond is a reasonable manner in which to assess those costs.
- G. In the event of a timely protest and/or appeal, the City shall not proceed further with the solicitation or with the award of the bid/contract unless the Purchasing Agent, after consultation with the head of the using Department and the City Attorney, forwards to the City Manager a written request to award the contract without delay in order to protect the public health, welfare or safety.

13. LIABILITY:

The City of Oviedo assumes no responsibility to any submitting Team for the cost of preparing this Request for Qualifications. The City of Oviedo reserves the right to accept or reject any and all submittals, to waive information, or to re-advertise as may be in the best interest of the City of Oviedo. The City of Oviedo will not accept any mail or delivery service that is late, and will return all late submittals unopened.

END OF SECTION

CITY OF OVIEDO
STANDARD INSURANCE REQUIREMENTS

The selected Firm or Individual for all Bids, Requests for Qualifications (RFQ), and Requests for Proposals (RFP) will be required to name the City and the Suppliers as additional name insured with the following minimum coverages.

- A. Workers Compensation** shall be maintained by the selected firm or individuals for all employees engaged in the work under this Bid, RFQ, or RFP in accordance with the laws of the State of Florida. Employer's Liability Insurance shall be maintained by the selected firm or individual at limits not less than the following.

\$100,000 Each Accident
\$100,000 Disease Each Employee
\$500,000 Disease Aggregate

- B. Comprehensive General Liability Insurance** shall be maintained by the selected firm or individual with limits not less than the following:

\$3,000,000 Bodily Injury & Property Damage-each occurrence
\$3,000,000 Personal & Advertising Injury-each occurrence
\$3,000,000 General Aggregate
\$3,000,000 Products/Completed Operations Aggregates limit
\$ 5,000 Medical Payments
100% value up to \$1,000,000 Fire Damage Legal Liability

Coverage shall include Contractual Liability and Independent Contractors Liability.

- C. Automobile Liability Insurance** shall be maintained by the selected firm or individual with a combined single limit of not less than \$3,000,000 Bodily Injury and Property Damage in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, lease or hired vehicles.
- D. Professional Liability Insurance** shall be maintained by the selected firm or individual with a combined single limit of not less than \$3,000,000 (with a deductible permitted not in excess of \$100,000), protecting the selected firm against claims of the City and the Suppliers for negligence, errors, mistakes, or omissions in the performance of services to be performed and furnished by the selected firm or individual.
- E. Other Required Insurance Coverage** is needed where unusual operations are necessary to complete the work, such as Longshoremen and Harbor Workers Exposures, use of aircraft or watercraft, use of explosives, or any other high risk circumstances. No aircraft, watercraft, or explosives shall be used without the express advance written approval of the City.

All insurance minimum coverages extend to any subcontractor. The General Contractor is responsible for all sub-contractors.

END OF SECTION

STATEMENT OF INSURANCE COMPLIANCE

The undersigned agrees to obtain prior to award, if selected, Professional Liability, General Liability, Automobile Liability, and Worker's Compensation coverages in accordance with the requirements as set forth in the Invitation for Proposal, Invitation to Bid, or Invitation for Qualifications, or draft agreement, attached hereto.

Policies other than State Issued Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a Rating of "A" or better and a Financial Size category of "VII" or better according to the A.M. Best Company. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.57, Florida Statutes.

PROPOSER/BIDDER

AUTHORIZED SIGNATURE

OFFICER TITLE

DATE

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

END OF SECTION

NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____ the bidder
Title Company Name
that has submitted the attached bid or Request for Qualifications;
2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham bid;
4. Neither the said bidder nor any of its officers, partners, owners, agents, representative, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or any other bidder or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Oviedo, Florida or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 2011.

Notary Public, State of Florida

My Commission Expires: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

END OF SECTION

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA

CITY OF _____

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

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

City & State

City and State

2. The above named entity is submitting an RFQ for the City of Oviedo RFQ # 11-03 described as:
Alternative Water Supply Project near SR46 in Seminole County Preliminary Design Report – Environmental Information Document (PRD-EID) Re-Bid

3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.

4. The Affiant states that only one submittal for the above bid is being submitted and that the above named entity has no financial interest in other entities submitting bids for the same project.

5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above bid. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Oviedo.

9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Oviedo.

10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Oviedo.

Dated this ____ day of _____, 2011.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this ____ day of _____, 2011.

Personally Known _____ or produced identification _____. Identification Type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public

My commission expires _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID.

END OF SECTION

DISPUTES DISCLOSURE FORM

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

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

YES _____ NO _____

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

YES _____ NO _____

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

YES _____ NO _____

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

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this Request for Qualifications, # 11-03, Alternative Water Supply Project near SR46 in Seminole County Preliminary Design Report - Environmental Information Document (PDR-EID) Re-Bid.

_____ Firm	_____ Date
---------------	---------------

_____ Authorized Signature and Title	_____ Printed or Typed Name and Title
---	--

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

END OF SECTION

DRUG-FREE WORKPLACE CERTIFICATION FORM

IDENTICAL TIE BIDS-In accordance with Florida State Statutes Section 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. 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's 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 under the bid a copy of the statement specified in subsection 1 above.
4. In the statement specified in subsection, 1 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 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 to whom is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this entire section.

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

Authorized Signature and Title

Date: _____

Print Name and Title

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.
END OF SECTION**

ACKNOWLEDGEMENT OF ADDENDA

The Proposer shall acknowledge receipt of any addenda issued to the solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it no later than the date and time for receipt of this Request for Qualifications. Failure to acknowledge an addendum that has a material impact on the RFQ may negatively impact the responsiveness of your proposal.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

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

Authorized Signature and Title

Date: _____

Print Name and Title

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

END OF SECTION

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION-LOWER TIER FEDERALLY FUNDED TRANSACTIONS**

AGREEMENT NO: _____

1. The undersigned hereby certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The undersigned also certifies that it and its principals:
 - (a) Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2.(a) of this Certification; and
 - (c) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

Dated this _____ day of _____, 20_____.

By _____
Authorized Signature/Contractor

Typed Name/Title

Contractor's Firm Name

Street Address

Building, Suite Number

City/State/Zip Code

Area Code/Telephone Number

**INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER FEDERALLY FUNDED TRANSACTIONS**

1. By signing and submitting this form, the certifying party is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the certifying party knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, agencies with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The certifying party shall provide immediate written notice to the person to which this contract is submitted if at any time the certifying party learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this contract is submitted for assistance in obtaining a copy of those regulations.
5. The certifying party agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier contract, or other covered transaction with a person who is proposed for debarment under 48 CFR 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the agency with which this transaction originated.
6. The certifying party further agrees by executing this contract that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all contracts or lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone No. (202) 501-4740 or (202) 501-4873.)
8. 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 clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

SUB-CONSULTANTS LIST

Name of Firm	Status*	Contact Name/Number	Type of Work to be Performed

* Small and minority firm, women's business enterprise or labor surplus area firm per intent of 40 CFR 33

As the person authorized to sign this statement, I certify that this list is a comprehensive of member firms of the proposing Team.

Authorized Signature and Title

Date: _____

Print Name and Title