

**South Walton Fire District
Request for Proposals for Engineering Services**

RFP No. 2024-001

October 9, 2024

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Section 1 Overview

The South Walton Fire District (District) seeks proposals from qualified engineering firms to provide professional civil engineering services needed to prepare a site for a new fire station in southern Walton County, Florida. The fire station will be approximately 15,000 square feet with 4 engine bays and will be located in Section 9, Township 3 South, Range 18 West Walton County, Florida as shown **Attachment A**. The site is located within a Detailed Specific Area Plan under section 163.3245(3)(b), Florida Statutes (DSAP) approved by Walton County. The District has obtained a development feasibility assessment provided as **Attachment B** which provides an overview of the site. The District intends to select one firm to provide these services using the competitive negotiation procedure for professional services.

By submitting a response, respondents represent that they have carefully read the terms and conditions of this solicitation and all attachments and Addenda and agree to be bound by them. This Request for Proposals ("RFP") is not an offer to enter into a contract, but merely a solicitation to interested respondents.

1.1 District Background

The South Walton Fire District ("District") was created by the Walton County Board of Commissioners on in 1983. The District is an independent special fire control district operating and existing under chapters 189 and 191, Florida Statutes and its Charter codified in Chapter 2000-491, Laws of Florida and amended by Chapter 2007-316, Laws of Florida. The District is funded by ad valorem taxes and other sources such as impact fees and fees for services.

The District is responsible for the Fire Protection, Emergency Medical Services Transport, Beach Lifeguards, Hazardous Material Mitigation, 911 Emergency Communications and Public Education and Prevention activities for 84 square miles. This encompasses all properties from the Okaloosa County Line eastward to the Bay County Line and south of the Choctawhatchee Bay to the Gulf of Mexico. The District owns and operates 5 fire stations in strategic locations across the District. District headquarters are located at 911 N. County Highway 393, Santa Rosa Beach, FL 32459.

1.2 Solicitation Documents

A copy of the solicitation documents may be obtained at no charge either: 1) by visiting the District's website WWW.SWFD.ORG under the tab "News and Notices," 2) by contacting Assistant Chief Daniel LaTour at DLATOUR@SWFD.ORG, or by telephone at 850-267-1298 or 3) by visiting www.DemandStar.com. Obtaining the solicitation documents from any other source other than as stated above may result in obtaining incomplete and inaccurate information.

In these solicitation documents, the terms "solicitation" and "RFP" have the same meaning; The terms "proposal" and "response" have the same meaning; and the terms "District" and "Owner" have the same meaning.

The following attachments are included in this solicitation:

- A. Location Map
- B. Development Feasibility Assessment

- C. RFP Response Form
- D. Reference Form
- E. Public Entity Crimes Statement
- F. Agreement for Professional Engineering Services including a draft Scope of Services and Insurance Requirements.

1.3 Questions and Communications

Respondents to this solicitation or persons acting on their behalf may not contact any District employee or Board member concerning any aspect of this solicitation, except in writing as provided below. Violation of this provision may be grounds for rejecting a response.

All questions concerning this solicitation must be submitted in writing via electronic mail to DLATOUR@SWFD.ORG using "**RFP Question – Engineering Services**" as the subject line. Questions must be submitted on or before the deadline listed below. The District will not answer questions submitted in any other manner or questions submitted after the deadline.

1.4 Deadlines

Deadlines for submitting questions and for submitting a response are provided in Section 1.6. If Respondent has questions or desires to propose a change to a term or condition of this solicitation or the contract included in this solicitation, Respondent must identify its request by submitting a question by email as instructed in Section 1.3. The District may not consider proposed changes to the contract after the question submittal deadline provided below and will only make changes to the contract if it determines that it is in the best interest of the District.

1.5 Addenda

The District will post answers to questions and any revisions to this solicitation as written addenda on the District's web site at WWW.SWFD.ORG. The District may issue Addenda on its own initiative or in response to questions to clarify, correct, supplement, or change the solicitation documents. Only responses set forth in an Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the solicitation documents unless set forth in an Addendum that expressly modifies or supplements them. Respondents are responsible for reviewing the District's website to ensure they are aware of the latest Addenda, any changes to schedule, or other developments.

1.6 Procurement Schedule

The following is the District's schedule for this solicitation. The District may modify the scheduled dates if it determines that it is in the best interest of the District and if that occurs, the District will provide any changes by posting an Addendum.

Table 1—Procurement Schedule

| <u>Event</u> | <u>Date</u> |
|--|------------------------------------|
| Advertise RFP | October 9, 2024 |
| Deadline to submit questions | October 28, 2024 at 4:00 PM |
| Responses Due | November 5, 2024 at 4:00 PM |
| Evaluation Committee Ranking and Shortlisting Meeting (committee will determine if interviews are needed) | November 12, 2024 |
| Interviews, Final Ranking, and Selection (at the District' option) | November 15, 2024 |

1.7 Pre-Submittal Meeting

A pre-submittal meeting will not be conducted for this solicitation.

Section 2 Submittal Process

This section provides the requirements for the submittal in response to this solicitation.

The response must be no more than the page limits set forth below for all requested information excluding any section dividers. All pages must be standardized 8 ½ x 11 inches in size, margins not less than 1-inch, standard black text (except for graphics and pictures), and minimum 11-point font size for text. The document must be formatted to allow double-sided printing.

Respondents shall provide a single electronic file in searchable PDF format not to exceed 20 MB file size of the response via email to DLATOUR@SWFD.ORG. All responses must be delivered by 4:00 P.M, local time on or before the deadline provided above and must state **"Response to RFP for Engineering Services"** as the subject line of the email. Responses may also be delivered to the District Administrative Offices at 911 N. County Highway 393, Santa Rosa Beach, FL 32459 in an envelope or package that is sealed and clearly marked:

From: _____

(Name of Respondent)

Address: _____

Due Date: November 5, 2024

Due Time: 4:00 p.m. local time

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It is the Respondent's responsibility to confirm its PDF file submission has been received.

The District will not accept responses delivered other than as prescribed in this solicitation. If the response is delivered after the established deadline or is not submitted in the designated manner,

it may be rejected as nonresponsive at the sole discretion of the District. The District reserves the right to reject all responses and not grant any award resulting from this solicitation. The District also reserves the right to waive nonmaterial irregularities and technicalities. If awarded, no contract will be formed between the Respondent and the District until a contract is executed by both parties.

As provided in subsection 119.071(1), Florida Statutes, sealed bids, proposals, or responses are exempt from public records disclosure until the District provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

The District will not be liable for any expenses incurred in connection with the preparation of a response to this solicitation.

Section 3 Agreement for Professional Engineering Services Including Insurance Requirements

The Agreement for Professional Engineering Services in **Attachment F** of this solicitation contains minimum insurance requirements that must be satisfied by the respondent. The response of the successful respondent will be incorporated into the Agreement with terms that are acceptable to the District in its sole discretion. By submitting a response, respondent agrees to all the terms and conditions of this solicitation and those included in **Attachment F**. The District will consider requested changes to **Attachment F** only if they are submitted according to the directions in Section 1.3 above. The District will not consider changes to the Agreement after the deadline for questions unless it determines that a change is in the best interest of the District.

Section 4 Response Contents

Respondent must demonstrate that it has both the personnel, experience, expertise, and qualifications to provide the services described in this document. The required information in this section is correlated with the evaluation criteria.

Responses must include the information described below. Failure to provide any documents below with a submittal may cause a respondent to be deemed non-responsive. The response must be limited to the page number maximums as listed below. Front and back covers, licenses and certifications, legal and financial matters (part 8), required forms (part 9), and section dividers are excluded from the page limit. All pages must be standardized 8 ½ x 11 inches in size, margins not less than 1-inch, standard text and minimum 12-point font size with the exception of Organizational Charts and the key staff chart which may be standardized 11x17 inches in size, margins not less than 1-inch, standard text and minimum 12-point font size.

1. **Letter of Interest** – Provide a Letter of Interest. The letter must: 1) be signed by a representative of the respondent's team who is authorized to commit the respondent to the obligations contained in its response, 2) indicate the name of the person who is authorized to and would execute contract documents with the District, and 3) identify the legal form of the firm, i.e., partnership, corporation, joint venture. (maximum 2 pages)

2. **Respondent Information** – Provide basic information about the Respondent, including years in business, contact information, company and office location(s), company history, summary of qualifications and disclosures of conflict of interest. Provide evidence Respondent’s authorization to do business in the state of Florida. (maximum 2 pages)
3. **Licenses and Certifications** – Provide copies of required licenses and certifications. (no page limit)
4. **Key Personnel** – Identify and provide qualifications and experience for all Key Personnel. Describe their experience and specific responsibilities for providing services to the District and provide their academic and professional qualifications, professional registration (as applicable), job classification, area of expertise, and office location. Identify the professional who will be the primary contact responsible for overall delivery and management of the District’s needs. (maximum 5 pages)
5. **Experience & Capabilities** - Provide reference projects for at least 3 building sites that have been completed within the past 10 years where the Respondent provided engineering services similar in scope to this Project. Special consideration will be given to projects located within Walton County, Florida. Projects submitted should demonstrate the experience of the respondent, subcontractors, and current team members who have worked for other firms on similar projects and provide detailed information regarding the respondent’s capabilities, project management techniques and project controls. For each reference project, Respondent must include project reference name, project owner contact and telephone number, project start date, scheduled end date and actual end date, project budget and actual cost using the Reference form attached to this solicitation. Respondents must include the reference forms under Part 5 of their submittal. Respondents will be evaluated based on the reference projects and their experience in the matters listed in the Scope of Services included in the Agreement for Professional Engineering Services attached to this solicitation. (maximum of 5 pages for reference forms and a maximum of 3 pages for additional information concerning experience and capabilities for a total maximum of 8 pages).
6. **Approach to Providing Engineering Services** – Provide a detailed project approach, including the proposed strategy for providing the services requested and anticipated resources to be provided including staffing levels, technology and equipment. (maximum 3 pages) The approach should describe:
 - Project management techniques, controls, program and technologies to be employed to meet project schedule and budget requirements.
 - Assignment of personnel to provide the most efficient service.
 - Organizational chart delineating key personnel that will be assigned to this project (including subcontractors).
 - Identify who in the organizational chart (including subcontractors) will oversee performance of the work to provide the most efficient services.
 - Detailed information explaining how the location of the firm, key personnel and subcontractors will affect project, including how impact of any physical distance will be mitigated.
 - Organizational chart showing the corporate management structure of the respondent.

7. **Schedule/Timeline** – Provide a graphical representation of a typical schedule/timeline indicating major milestones and deliverables for a project similar in scope and size to this project. (maximum 2 pages)
8. **Legal and Financial Matters.** The response must provide the following additional information pertaining to factors or events that have the potential to adversely impact the Engineer’s ability to perform its contractual commitments.
- **Material adverse changes in financial position.** Are there any material historical, existing, or anticipated changes in financial position, including mergers, acquisitions, takeovers, joint ventures, bankruptcies, divestitures, or any material changes in the mode of conducting business? If so, list and describe.
 - **Legal proceedings and judgments.** List and briefly describe any pending or past (within five years) legal proceedings and judgments, and any contingent liability that could adversely affect the financial position or ability to perform contractual commitments to District. If no such proceedings or judgments are listed, provide a sworn statement to that effect from the general counsel.
 - **Completion of contracts.** Has the firm failed to complete any contract, or has any contract been terminated due to alleged poor performance or default within the past five years? If so, describe the circumstances.
 - **Violation of laws.** Has the firm been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination or prevailing wages within the past five years? If so, describe the circumstances.
 - **Debarred from bidding.** Has the firm been debarred within the past five years, or is it under consideration for debarment, from bidding on public contracts by the federal government or by any state? If so, describe the circumstances.

If any of the above questions are answered in the affirmative, it is the Respondent’s responsibility to: (1) describe in detail the unfavorable factor or event; and (2) provide sufficient information to demonstrate that the unfavorable factor or event will not adversely impact the firm’s ability to perform its contractual commitments.

9. **Forms** – The forms listed below are provided as Appendices to this solicitation. No points will be awarded for this part. However, failure to complete and submit any of the required forms with a submittal may cause a respondent to be declared non-responsive.
- A. RFP Response Form including acknowledgement of Addenda
 - B. Reference Form
 - C. Public Entity Crimes Statement
 - D. Respondent’s Insurance Certificate - provide a letter or Certificate of Insurance from the firm’s insurance company stating its ability to acquire and provide the minimum limits for insurance as specified in the Agreement for Professional Engineering Services.

The respondent must notify the District of any changes should they occur after submission of the response and before the selection process is completed (and, in the case of the selected Respondent, before executing the Agreement).

Section 5 Evaluation and Selection Process

The District's Evaluation Committee ("Committee") will review the responses for compliance with the requirements of this solicitation and provide an evaluation of all responsive respondents. The Committee's evaluation of respondents will be based on the experience, expertise, and approach provided by the respondent in the submitted response according to the criteria provided below.

5.1 Review of Responses for Responsiveness

Contents and Timeliness. Each response will be reviewed to determine whether it complies with the requirements provided in this solicitation including all information described in the contents section above, is timely submitted, and has the required signatures on each document as applicable. Failure to comply with these requirements may result in the response being deemed non-responsive.

Respondents must not provide costs or billing rates with their response. Fees and billing rates will be negotiated after a Respondent is selected as provided in Subsections 287.055(4) and (5), Florida Statutes.

Minimum Requirements. Any Response that fails to meet all the following minimum requirements may be determined as "non-responsive" and will not be evaluated or scored.

- Respondent must provide evidence of authorization to do business in the State of Florida.
- Respondent must provide at least 3 client references for which it has provided services in the past 10 years for projects similar in scope to those in this solicitation.
- Respondent's Project Manager must be a Professional Engineer licensed in Florida. All license information must be active and appear on the State of Florida Department of Business and Professional Regulation website for verification.
- Respondent must meet minimum insurance requirements contained in the Agreement for Services.

[Evaluation Criteria continues on the next page]

5.2 Evaluation Criteria

| Criteria | Description | Submittal Contents Section | Maximum Points |
|--|--|-----------------------------------|----------------|
| Ability of professional personnel | Experience and qualifications of Respondent's Key Personnel and subcontractors. | 1 – 4 (max 8 pages + licenses) | 20 |
| Respondent's past performance and experience | Relevant project experience of Respondent and subcontractors with projects that indicate proficiency in similar work. | 5 (max 8 pages) | 40 |
| Project Approach | <ul style="list-style-type: none"> • Project management techniques, controls, program and technologies. • Innovation • Typical timeline, indicating major milestones for completing the Services. | 6 – 7 (max 5 pages) | 40 |
| Legal Matters | | 8 (no page limit) | pass/fail |
| Required Forms | | 9 (no page limit) | pass/fail |
| Maximum Points Total | | | 100 |

5.3 Selection Process

Scoring and ranking based on written responses. Each member of the Committee will review the responsive and responsible responses according to the evaluation criteria. The Committee will hold a public meeting to discuss and rank the responses. Each Committee member will score each Respondent. The District will then compile the scores of the committee members to develop a list of ranked firms. At the meeting, the District will read the list of the top ranked firms (at least 3) that may be invited to proceed to the next steps of the evaluation process. At its discretion, the District may elect to end the selection process at this time or may proceed to hold interviews with the top-ranked firms. If the District does not conduct interviews, the District will begin negotiations with the selected firm.

Interviews. If the District elects to do so, it will notify the top ranked firms that the District will conduct interviews. The District may provide a format and interview questions in advance of the interviews. The purpose of the interviews will be to clarify – not modify – the RFP response and ensure a mutual understanding of the Scope of Work.

As provided in section 286.0113, Florida Statutes, the interviews will be exempt from public meeting requirements but will be recorded. The recording will remain exempt until the District provides notice

of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever occurs earlier. Following the interviews, the Committee will convene in a public meeting to discuss and score the shortlisted firms considering the discussion that occurred during the interview. The District will then rank the shortlisted teams for a final selection. No comments will be accepted from the shortlisted teams or the public during this meeting. The District will post the list of firms in ranked order on its website.

The District will conclude the public meeting following the final ranking. Following the public meeting, the District will begin confidential negotiations with the top ranked firm.

Contract Formation. The District will then negotiate an Agreement with the top-ranked firm in accordance with section 287.055(5), Florida Statutes. If the District is unable to negotiate a satisfactory contract with the top-ranked firm, the District will terminate negotiations with that firm and will then undertake negotiations with the second ranked firm. The District will continue negotiations in accordance with section 287.055(5), Florida Statutes until an agreement is reached.

Section 6 Conditions for Respondents

6.1 Rights of the District

In connection with this procurement process, including the receipt and evaluation of responses and award of a contract, the District reserves to itself (at its sole discretion) all rights available to it under applicable law, including without limitation, with or without cause and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this solicitation, in whole or in part, at any time prior to the execution of the contract, without incurring any obligations or liabilities.
- Modify the procurement schedule.
- Waive deficiencies, informalities, and irregularities in a response and accept and review a nonconforming response.
- Suspend and terminate the procurement process or terminate evaluations of responses received.
- Permit corrections to data submitted with any response.
- Hold meetings and interviews, and conduct discussions and correspondence, with respondents to seek an improved understanding of any information contained in a response.
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the responses.
- Seek clarification from any Respondent to fully understand information provided in the response and to help evaluate and rank the Respondents.
- Reject a response containing exceptions, additions, qualifications, or conditions not called for in the solicitation or otherwise not acceptable to the District.
- Conduct an independent investigation of any information, including prior experience, included in a response by contacting references, accessing public information, contacting

independent parties, or any other means.

- Request additional information from a Respondent during the evaluation of its response.

6.2 Obligation to Keep Project Team Intact

District expects all proposed Key Personnel to be available to provide services for this project. Respondents must ensure that all Key Personnel identified in the response remain on the project Team for the duration of the procurement process and execution of the services. Following announcement of the short list, Respondents must not substitute an individual filling a Key Personnel position, except in unavoidable circumstances. In such circumstances the Respondents must notify the District in writing, and the District may rescore, and re-rank, and thereafter decide whether the Respondent may continue to compete in the selection process.

The anticipated dates for award of the contract are set forth in Section 1 of this solicitation. Key Personnel must be committed to the project for the project duration. If extraordinary circumstances require a change, Respondent must identify the requested replacement and submit the replacement personnel's experience (resume) in writing to the District contact, who, at its sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (such as termination of employment) may occur that are beyond the firm's control. Unauthorized changes to the project team at any time during the procurement process may result in elimination of the Respondent from further consideration.

6.3 Notice of Decision and Protest Process

Failure to file a protest within the time prescribed below, or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of the right to a proceeding.

6.3.1 Notice of Decision

The Notice of Intended Decision will be posted on the District's website at WWW.SWFD.ORG under "News and Notices" and also at the Fire District's Administrative Offices at 911 N. County Highway 393 Santa Rosa Beach, FL 32459.

6.3.2 Notice of Protest and Formal Written Protest

By submitting a response to this solicitation, respondents agree to the process for filing a protest set forth in these instructions. No time will be added to the time limits provided below for service by mail.

a. Protest of terms, conditions or specifications of a solicitation

With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the

notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

b. Protest of the District's decision or intended decision

Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

18.3 Contents of Formal Written Protest

The formal written protest must be printed or typewritten, and must contain:

- 1) The name and address of the person or firm filing the protest and an explanation of how the person or firm is adversely affected;
- 2) A statement of how and when the competitive solicitation, or notice of District decision or intended decision was received;
- 3) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- 4) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
- 5) A demand for relief; and
- 6) Any other information material to the protest.

18.4 Filing

All notice of protests and formal written protests shall be filed with the District Clerk at the Fire District's Administrative Offices located at 911 N. County Highway 393 Santa Rosa Beach, FL 32459 Monday through Friday, during normal business hours, excluding holidays. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in these instructions shall constitute a waiver of all claims.

18.5 Protest Bond

Any person who files an action protesting a decision or intended decision of the District, shall at the time of filing the formal written protest provide a bond payable to the District, in an amount equal to 1% of the total base bid plus any alternate bids, or \$10,000, whichever is less. Failure to post the bond at the time of filing the written protest will constitute a waiver of a person's right to challenge the District's action.

18.6 Stay of Procurement

Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process shall be stayed until the subject of the protest is resolved by final action by the

Board of Commissioners, unless the Executive Director, with the concurrence of the Board, sets forth in writing particular facts and circumstances that require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. The District will provide notice that a contract solicitation has been stayed either electronic mail or U.S. mail to all respondents.

18.7 Resolution of Formal Written Protest

The Executive Director, or his or her designee, shall consider and investigate all written protests in a timely manner. The District will provide an opportunity for the protestor to meet with the Executive Director, or his or her designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Executive Director shall state in writing that there was no resolution. The Executive Director will make a recommendation to the Board of Commissioners, and the Board of Commissioners will then make a final decision to either uphold the recommendation, reject the recommendation, and send it back for further action, reject all proposals, or do something other than what the Executive Director has recommended.

6.4 Other Legal Matters

1. Scrutinized Companies. By submitting a response to this solicitation, Respondent certifies that it is in compliance with Section 287.135, Florida Statutes. Respondent certifies that it is not on this list of Scrutinized Companies that Boycott Israel and is not engaged in a boycott of Israel. For contracts for goods or services of \$1 million or more, Respondent certifies that (1) it is not on any of the following lists: Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Terrorism Sectors created pursuant to section 215.473, Florida Statutes, and (2) it is not engaged in business operations in Cuba or Syria. Respondent acknowledges the remedies provided in Subsection 287.135(5), Florida Statutes against anyone found to have submitted a false certification including civil penalties.
2. Public Entity Crimes. Respondent understands the requirements of sections 287.132 and 287.133, Florida Statutes certifies that it is not on the convicted vendor list for public entity crimes maintained by the Florida Department of Management Services. Respondent certifies that it is in full compliance with sections 287.132 and 287.133, Florida Statutes and will notify the District if it becomes non-compliant. Respondent has provided a Public Entity Crimes statement with its response to this solicitation.
3. E-Verify. Section 448.095, Florida Statutes, requires that consultants, contractors, subconsultants, and subcontractors for a public agency must register with and use the E-Verify system to verify the work authorization status of all new employees. By submitting a response to this solicitation Respondent certifies that it does not employ, contract with, or subcontract with any unauthorized aliens, is in compliance with section 448.095, Florida Statutes, and if selected, will comply with the requirements in the contract concerning E-Verify.
4. Human Trafficking Affidavit. By submitting a response to this solicitation, Respondent certifies that it does not use coercion for labor or services as defined in section 787.06, Florida Statutes and if selected, respondent will submit an affidavit attesting to its compliance when it executes

the contract with the District.

5. Responsible Vendor Determination. Respondent is hereby notified that Section 287.05701 Florida Statutes provides that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor and may not give preference to a vendor based on the vendor's social, political, or ideological interests.
6. Public Records. Once opened, all responses will become the property of the District and, at the sole discretion of the District, may not be returned to Respondent. Any information, reports, or other materials given to, prepared, or submitted in response to this solicitation will be subject to the provisions of the Public Records Act, Chapter 119, Florida Statutes. Any Respondent claiming that its response contains information that is exempt from Chapter 119, Florida Statutes, must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Respondents are solely responsible for defending any claimed exemption from disclosure under Chapter 119, Florida Statutes. Subsection 119.071(1)(b), Florida Statutes, exempts sealed responses from inspection, examination, and duplication until such time as the District issues a notice of intended decision or within 30 days after opening the responses, whichever is earlier. This exemption is not waived by the public opening of the responses. **ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THIS SOLICITATION MAY BE DIRECTED TO THE DISTRICT'S PUBLIC RECORDS CUSTODIAN AT RECORDS@SWFD.ORG, OR BY MAIL AT THE FIRE DISTRICT'S ADMINISTRATIVE OFFICES LOCATED AT 911 N. COUNTY HIGHWAY 393 SANTA ROSA BEACH, FL 32459 OR BY PHONE AT 850-267-1298.**

Attachment A – Location Map

Attachment B – Development Feasibility Assessment

Attachment C – RFP Response Form

RFP Response Form for Professional Engineering Services

[RFP number and date]

Respondent's Name: _____

Address: _____

Respondent contact: _____

Email Address: _____

Phone No.: _____

By submitting this response, Respondent makes all representations required in the solicitation and represents that it has examined the entire solicitation package including the following addenda.

- Addendum No. ____ dated _____
- Addendum No. ____ dated _____
- Addendum No. ____ dated _____
- Addendum No. ____ dated _____
- Addendum No. ____ dated _____

Attachment D – Reference Form

REFERENCE FORM

Respondent's Name: _____

Reference Entity: _____

Reference Contact Person: _____

Reference Address: _____

Reference Email Address: _____

Reference Phone No.: _____

Reference Project Name: _____

Project Location: _____

Respondent Project Manager: _____

Other Respondent staff who worked on this project:

Project Budget: _____ Actual Cost: _____

Date Project Commenced: _____

Scheduled Final Completion: _____ Actual Final Completion: _____

Description of Work Performed:

Attachment E – Public Entity Crimes Statement

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1) This sworn statement is submitted to SOUTH WALTON FIRE DISTRICT by

(Print individual's name and title)

for _____

(Print name of entity submitting sworn statement)

whose business address is _____

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: _____).

- 2) I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Section 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Section 287.133(1)(a), Florida Statutes, means:
- a) A predecessor or successor of a person convicted of a public entity crime; OR
- b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Section 287.133(1)(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

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binding contract and which bids or applies to bid on contracts 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.

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

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

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

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

I UNDERSTAND THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _day of _____, 2023 by _____ as _____ of _____, a _____ company organized under the laws of the State of _____, on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public
Name (Printed) _____

My commission expires _____.

(Printed typed or stamped Commissioned name of Notary Public)

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Attachment F – Agreement for Professional Engineering Services