

**RFP 2024-07 Historic Monticello High School Mitigation  
INSTRUCTIONS TO PROPOSERS**

**Instructions to Proposers**

Proposers interested in the Work are instructed to submit three (3) original hard copy and one (1) electronic copy (USB flash drive) of its complete proposal in accordance with this RFQ, no later than **May 29, 2024, at 3:00 PM., Eastern Time** unless otherwise changed through an addendum to this RFQ, to the County manager’s Office at 445 W. Palmer Mill Rd., Monticello, FL 32344. Proposals received after this date and time will not be considered and will be returned unopened. The USB flash drive will not be returned. Cost proposal must be submitted separately.

All Proposals and all attachments must be bound and delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt of Bids. Deliver OR mail the Bid in a sealed envelope/package to:

**JEFFERSON COUNTY MANAGER’S OFFICE  
ATTN: RFQ # 2024-07  
GUSTAVO ROJAS  
445 W. PALMER MILL RD.  
MONTICELLO, FL 32344**

The front lower left corner of each **SEALED** envelope/package must contain the following information for proper identification:

<p><b>RFP 2024-07 Historic Monticello High School Mitigation</b> Attention: GUSTAVO ROJAS <b>DUE NO LATER THAN: May 29, 2024, at 3:00 PM, EST</b></p>
---

1. Include name and address of Proposer on each sealed envelope/package.
2. If Proposal is contained in multiple packages, number each sealed package sequentially, i.e., “1 of 3”, “2 of 3”, “3 of 3”.
3. Cost proposal envelope/package must be labeled in the same manner as above and clearly identified as such, in a separate sealed envelope/package.

All Proposals received will be recorded and date stamped at the Jefferson County office located at 445 W. Palmer Mill Rd., Monticello, FL 32344.

Submission of Proposals by fax or other electronic means will not be accepted. Any proposals received after the stated time and date will not be considered. Late proposals will not be opened at the public opening. Arrangements may be made for the unopened proposals to be returned at the Proposer’s request and expense.

Proposals may be withdrawn or modified only by written notification from the Proposer prior to the time fixed for the opening of Proposals. Negligence on the part of the Proposer in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.

**RFP 2024-07 Historic Monticello High School Mitigation  
INSTRUCTIONS TO PROPOSERS**

**Proposal Must Address:**

The Proposal must address the requirements in a clear and concise manner in the order stated herein. Proposals must be divided as described below and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.

The County reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposals should be typed. **No changes in or corrections to Proposals will be allowed after the Proposals are opened.**

The signer of the Proposal must declare that the Proposal in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal Proposer.

The County will not be liable for any costs incurred by Proposer prior to entering a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the RFQ requirements.

**PROPOSAL CONSTRUCTION**

Proposer will construct its Proposal in the following format as outlined and a divider must separate each tab as prescribed.

**TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE FIRMS LETTERHEAD (FORM NO. 1)**

All signatures must be by an individual with authority to legally bind the Proposer, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Proposer, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org> as certification of this required information. Verify that all addenda and tax identification number have been provided.

**TAB 2 – EXECUTIVE SUMMARY AND QUALIFICATION APPLICATION (FORM NO. 2)**

***This summary should be no more than three (3), front and back, pages.*** Include Form 2, Qualification Application and Questionnaire. The proposing firm must provide information indicative of experience on other projects of similar complexity that demonstrate successful and reliable experience in past performance within the last seven (7) years as related to this Proposal.

**TAB 3 – LETTERS OF REFERENCE (FORM 3)**

Include three reference letters from similarly situated communities or local governments dated 2015 or later. Letters must be on the entities letterhead and signed by an authorized official and include a brief description of the project and results, date of the project and name of contact person, e-mail, and phone number.

**RFP 2024-07 Historic Monticello High School Mitigation  
INSTRUCTIONS TO PROPOSERS**

**TAB 4 – KEY STAFF**

Include a summary of leadership and key staff, their role and experience that will be assigned to work with the County. Include behind the summary a resume of each staff listed in the summary with relevant information to the services be requested (limit one page, front and back, per person). Provide an organizational chart, resumes, and summary of staff qualifications. Provide the name and location of the proposed:

- a. Closest office
- b. Principal in charge
- c. Project Manager

**TAB 5 – APPROACH**

Provide a description of the Proposer's approach to the project including implementation of the RFQ Scope of Services.

**TAB 6 – REQUIRED FORMS DOCUMENTS AND CERTIFICATIONS**

The following forms must be fully filled out and signed by a person with authority to bind the Proposer:

- Form No. 4      Indemnification and Hold Harmless Statement
- Form No. 5      Public Entity Crimes Sworn Statement
- Form No. 6      Equal Employment Opportunity/Affirmative Action Statement
- Form No. 7      Drug Free Workplace Certification
- Form No. 8      Conflicts of Interest Disclosure
- Form No. 9      Non-Collusion Affidavit
- Form No. 10     Ethics Clause & Certification Regarding Lobbying for Contracts,  
Grants, Loans, and Cooperative Agreements
- Form No. 11     List of Proposed Sub-Contractors
- Form No. 12     Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters - Primary Covered Transactions
- Form No. 13     E-Verify Certification
- Form No. 14     Insurance Certification
- Form No. 15     Comments on Proposed Contract
- Form No. 16     System for Award Management Form
- Form No. 17     Byrd Anti-Lobbying Amendment Form
- Form No. 18     Anti-Human Trafficking Affidavit

**Please note any concerns with the proposed contract on Form No. 15.** Any comments that are included on this form regarding the contract documents will be forwarded to the legal department for review. The County's acceptance of comments does not guarantee any revision to the contract documents. Comments not included on this form **WILL NOT** be considered. Please indicate NONE or Not Applicable (N/A) if there are no comments on the proposed contract documents.