

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR PROPOSALS
RFP# 20200831 - 01
PROFESSIONAL CONSULTANT SERVICES FOR
ACCESS TO BROADBAND CONSTRUCTION PLANNING

PART I – BACKGROUND

The Resources and Ecosystems Sustainability, Tourism Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act) established a new Trust Fund in the Treasury of the United States, known as the Gulf Restoration Trust Fund, as a result of the Deepwater Horizon Oil Spill and the damages it caused to Florida coastal communities. Jefferson County Board of County Commissioners has been allocated RESTORE Act Direct Component Program funding to conduct eligible projects for the purpose of restoring the Florida Gulf Coast.

PART II – GENERAL INFORMATION

The Jefferson County Board of County Commissioners is seeking **Professional Consultant Services for Access to Broadband Construction Planning**. Jefferson County has private fiber optic networks in place that lack infrastructure components such as end point connections necessary to provide broadband services in many unincorporated areas. To support a diverse and sustainable economy, Jefferson County needs improvement to, and expansion of, the existing fiber optic infrastructure network. It is preferred that the Professional Services Consultant associate with a current or proposed future network services provider which proposes to expand an existing network or establish a new network in the County. The following neighborhoods with unmet need have been identified: US Highway North in vicinity of Jefferson Kennel Club; Asheville highway and Aucilla Shores area; Government Farms area; Aucilla Forest area; US Highway 90 West/Main Street area; US Highway 90 West in vicinity of Tallamont Drive, Desearcy Lane, Rhea Street, Tally Hills Drive and Sundance; Linton Place; Christmas Acres; Old Lloyd, including the I-10 Interchange and Heritage Hills; South Lloyd/Sanctuary; Bishop Cemetery area; and Waukeenah.. The purpose of this project is to identify the needs and implement solutions to improve fiber optic infrastructure in rural Jefferson County.

PART III – PROPOSAL RESPONSE INFORMATION

RFP with criteria, requirements and anticipated scope of work will be provided upon written request by contacting directly: , **Parrish Barwick, County Coordinator** by e-mail pbarwick@jeffersoncountyfl.gov, OR **Shannon Mettv, Planning Official** by e-mail at smettv@jeffersoncountyfl.gov or in writing to Jefferson County Planning Department located at 445 W. Palmer Mill Road, Monticello, FL 32344 or by telephone at **(850) 342-0223**. **In addition, the full RFP will be located on the Jefferson County website located at <http://www.jeffersoncountyfl.gov/p/bid-notices>.**

Proposal submissions must be sealed and marked with the name of the proposer and titled “**Professional Consultant Services for Access to Broadband Construction Planning**,” so as to identify the enclosed proposal. Each submittal shall include **[one (1) original and five (5)**

copies] of the proposal. Proposals must be delivered via USPS, courier service or hand delivered to **1484 S. Jefferson St. Monticello, FL 32344** no later than ~~4:00 p.m., E.T. on Wednesday, September 30, 2020~~ **4:00 p.m., E.T. on Wednesday, October 14, 2020**. RFP responses will be opened ~~Thursday, October 1, 2020~~ **Thursday, October 15, 2020** at the regular meeting of the Board of County Commissioners. Proposals received later than the date and time specified above will be rejected. The Board will not be responsible for the late deliveries of proposals that are incorrectly addressed, delivered in person, or by mail or any other type of delivery service.

The Jefferson County Board of County Commissioners reserves the right to accept or reject, for no reason stated, any or all proposals or any parts thereof, and the determination of this award, if an award is made, will be based on the final evaluation of the submitted proposals and thereafter the invitation to negotiate a professional services contract. The Board reserves the right to waive irregularities in the proposal and/or to withdraw this Request for Proposals at any time for no reason stated. Respondents submitting proposals shall bear the entire cost of preparation and presentation of proposals responsive hereto and the County shall not be liable for any costs a respondent might expend in preparing and presenting a proposal. Further, the County shall not be liable to any respondent, or person or entity associated therewith, for any current or future damages of any kind whatsoever based on any legal theory, including, but not limited to, claims based on lost future profits or for incidental and consequential damages, and, by submitting a proposal such respondent, or person or entity associated therewith, expressly waives any claims for damages against Jefferson County.

Any questions concerning this RFP should be direct to **Parrish Barwick, County Coordinator** by e-mail to **pbarwick@jeffersoncountyfl.gov** or in writing to **1484 S. Jefferson Street, Monticello, FL 32344** or by telephone at **(850) 342-0287**. Questions will be received until ~~Tuesday, September 15, 2020 at 5:00 p.m. E.T.~~ **Tuesday, October 13, 2020 at 5:00 p.m. E.T.** After this time, a cone of silence will be in place until a Respondent is selected. **Questions after the date and time specified above will not be accepted and a cone of silence will be in place until a Respondent is selected.**

PART IV – GENERAL CONSIDERATIONS/INDEMNIFICATIONS

1. Proposals must be submitted by USPS, courier or in person **to the attention of the Parrish Barwick, Jefferson County Coordinator at 1484 S. Jefferson St, Monticello, FL 32344.**
2. Proposals that are not delivered to the physical address of the **Jefferson County Coordinator's Office** prior to the specified time will not be considered and will be returned to the responder unopened.
3. Once opened no Proposal may be withdrawn prior to the BOCC action without written consent from the **Jefferson County Coordinator.**
4. Proposals constitute an offer to contract, which will remain valid and in effect, for a period of no less than 180 days from the date of submission.

5. It is the responsibility of the Respondents to fully understand and follow all conditions and specifications contained in this request.
6. The Respondent shall be licensed to perform the required services in Florida and work with Jefferson County on all areas of work outlined in this RFP.
7. Two or more firms may combine for the purpose of responding to this solicitation provided that one is designated as the “Prime” Respondent. The other firm(s) will be referred to as the “Sub-Consultant(s).” By signing and submitting the Letter of Response, the Respondent certifies that the response is made without prior understanding, agreement or connection with any corporation, firm, entity or person submitting a response for the same goods/services (unless otherwise specifically noted), and is in all respects fair and without collusion, fraud, and that the individual signing the Letter of Response has full authority to negotiate for and bind the Respondent.
8. By submitting a response, the Respondent warrants that is has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure this award and that is has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, or gift or other consideration contingent upon or resulting from the award. Breach or violation of this provision serves as just cause to terminate the award without liability and, to deduct from the agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.
9. Proposal responses must include a completed:
 - A. Certificate(s) of Insurance or Sworn Statement from Insurance Agent
 - B. Hold Harmless, Release and Indemnity Agreement (Only applicable when State of Florida Worker’s Compensation Exemption is being used)
 - C. Florida Public Entity Crimes Statement as required by F.S. §287.133(3)(a)
 - D. Byrd Anti-Lobbying Amendment Certification Form
 - E. Copeland Anti-Kickback Act (40 U.S.C. 3145) Certification Form
 - F. Drug Free Workplace Statement as outlined by F.S. §287.087
 - G. Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
10. All Proposal responses require a current Certificate of Insurance listing Jefferson County as an “Additional Insured” and the following coverages on the respondent:
 - A. Errors and Omissions Liability \$1,000,000 per occurrence

B. General Liability and Worker's Compensation \$1,000,000 per occurrence

Alternatively, Respondents may provide a sworn statement from an insurance agent, verifying that if the Respondent is awarded the bid, Certificates of Insurance will be issued to the Respondent in the amounts required within thirty (30) days of the acceptance of the proposal. Additionally, all proposed sub-consultants shall be insured under the Respondent's policies. All coverages for sub-consultants shall be the same as the requirements state herein.

11. Respondents shall include certification information showing Worker's Compensation Insurance/Exemption on all employees working on the project. Worker's Compensation exemptions will be accepted upon provided a current exemption certificate, Articles of Incorporation, and a signed Jefferson County Worker's Compensation Hold Harmless Agreement.
12. Any Respondent, who does not furnish the required insurance documents within thirty (30) days after acceptance of the proposal, is hereby advised that the proposed award may be revoked and negotiations initiated with the next lowest Respondent who meets all proposal specifications.

13. Federal Requirements

A. Use of Federal Funds – Resources and Ecosystems Sustainability, Tourism Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act)

1. Any contract(s) awarded under this solicitation are expected to be funded in part by a grant from the U.S. Department of Treasury. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this solicitation or any resulting contract.
2. Any Consultant(s) performing work associated with this solicitation that are paid by any Federal or State grant will sign an annual statement of compliance to both Jefferson County Code of Conduct Policy and Jefferson County Conflicts of Interest Policy during the grant period.

B. Access to Records and Record Retention

1. Any Consultant(s) performing work associated with this solicitation must make available to Treasury, the Treasury Office of the Inspector General, and the Government Accountability Office any documents, papers or other records, including electronic records, of the Consultant pertinent to this award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. This right of access also includes timely reasonable access to Consultant's personnel for the purpose of interview and discussion related to such

documents. This right of access shall continue throughout the contract period and three (3) years (2 CFR 200.333) after closeout of the Federal grant award.

2. Any Consultant performing work associated with this solicitation must retain all records pertinent to the Award of federal funds for a period of three (3) years, beginning on a date as described in 2 CFR §200.333. Records may be stored electronically or in hard copy format, although electronic format is preferred. The term “records includes, but is not limited to the following:
 - Copies of all contracts and documents related to the contract;
 - Subcontractor awards, contracts, conflict of interest forms;
 - Copies of all contracts and documents related to the contract;
 - Subcontractor awards, contracts, conflict of interest forms;
 - Site visits, reports, audits, and other monitoring of contractors;
 - All financial and accounting records;
 - Any reports, publications, and data sets related to the federally funded project; and
 - Any litigation, claim, investigation, or audit relating to any activity under this contract.

C. Compliance with Federal Regulations and Executive Orders

1. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must be in compliance with all applicable Federal regulations in 2 CFR Part 200, and RESTORE Act Standard Terms and Conditions provided by the U.S. Department of Treasury, including Presidential Executive Order Numbers 11246 and 11375, which prohibit discrimination in employment regarding race, creed, color, sex, or national origin and requires inclusion of the standard Federal Equal Employment Opportunity Construction Specifications.
2. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work in this project must comply with the Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246).
3. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must make positive efforts to use small and minority business and women business enterprises for construction activities when available and feasible in accordance with Federal regulation 2 CFR 200.321.
4. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the regulations described in the Copeland “Anti-Kickback Act” (40 U.S.C. 3145), which provides that each CONTRACTOR OR SUBCONTRACTOR must be prohibited from inducing, by any means, any person employed in the construction, completion, or repairs of public work, to give up any part of the compensation to which he or she is otherwise entitled.

5. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with regulations described in Title VI of the Civil Rights Act of 1964, which prohibit the exclusion of participation in, deny benefits, or be subject to discrimination because of race, color, national origin, handicap, age, or religion, under any program or activity receiving federal financial assistance.
6. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work in this project must certify he or she will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to an officer or employee of any agency or Congress in connection with obtaining and Federal contract, grant or any other award covered in 31 U.S.C. 1352 Byrd Anti-Lobbying Amendment.
7. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the requirements of 40 U.S.C. 3701-3708 Contract Work Hours and Safety Standards Act, which apply to contracts in excess of \$100,000 that involve the employment of mechanics or laborers.
8. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the requirements of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires CONTRACTOR(s) and SUBCONTRACTORS(s) to procure only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.

PART V – OBJECTIVES AND SCOPE OF WORK

ACCESS TO BROADBAND CONSTRUCTION PLANNING – Respondent shall provide a clear and concise plan that includes, but is not limited to: type and cost of equipment required, types and costs of permits required to complete the construction work, and anticipated timeline to complete the construction.

OBJECTIVES – Jefferson County has been awarded a RESTORE Act Program planning grant to fund the design, through final engineering, for provision of internet broadband services to designated areas of unincorporated Jefferson County. The County will select a Professional Services Consultant for Access to Broadband Construction Planning, which preferably would associate a current or proposed future broadband network services provider, to utilize the RESTORE Act planning grant funds to design, through final engineering, an expanded broadband system meeting the following network requirements:

- The proposed network to provide broadband expansion is to be designed and operated by an established or proposed future network provider. Jefferson County is acting as

the grantee recipient of RESTORE Act funds, and is obligated to the federal government to propose an Estimated Useful Life of the infrastructure from the date of construction completion. After the term of the Estimated Useful Life of the infrastructure has ended, the County will negotiate ownership of the broadband network with the selected provider. Jefferson County (Grantee) and the U.S. Department of Treasury (Grantor) will hold a vested federal interest in the infrastructure until the Estimated Useful Life terms ends.

- As this first phase of the project, Jefferson County has been awarded a planning grant from the RESTORE Act to fund the design, through final engineering, of an expanded broadband internet services system according to the System Objectives stated herein, and the Scope of Services stated below. Once the current first phase is completed, the County expects to apply for additional RESTORE Act funds for the construction of the project according to the final design generated during this first phase. How much of the system, as finally designed, is to be funded through a second phase application of RESTORE Act funds shall be determined at the sole discretion of Jefferson County. Selection of a Proposal/Respondent for this first phase does not guarantee selection of the same Respondent for any subsequent phase.
- The proposal shall be for a “hard wired” system only. No proposals for services by wireless transmission to customers’ premises will be considered.
- The network must have the ability to provide expanded broadband services to the following designated areas of unincorporated Jefferson County: US Highway North in vicinity of Jefferson Kennel Club; Asheville highway and Aucilla Shores area; Government Farms area; Aucilla Forest area; US Highway 90 West/Main Street area; US Highway 90 West in vicinity of Tallamont Drive, Desearcy Lane, Rhea Street, Tally Hills Drive and Sundance; Linton Place; Christmas Acres; Old Lloyd, including the I-10 Interchange and Heritage Hills; South Lloyd/Sanctuary; Bishop Cemetery area; and Waukeenah.
- The network installed and operated by the service provider should be expandable in a manner as efficient and effective as possible to increase capacity and to accommodate advances in technology as may be reasonably be expected to become available over the Estimated Useful Life of the network (at least 20 years). On this basis, it would be preferred, at a minimum, that the design for the system expansion include a sufficient number of spare fiber strands in the backbone and distribution routes, as well as additional expansion slots in electronics cabinets, to accommodate expansion cards for such additional future subscribers as may be reasonably expected.
- The network must be designed to adhere to all current and generally accepted technical standards, building codes, construction practices, and other regulations,

specifications, and standards as may apply in the broadband networking industry. Also, all federal and state regulations and codes applicable to the network, its construction and its operation and services must be observed.

- The network must be designed to provide high-speed data connection to the internet as well as voice services (at subscriber option). Voice services must include all features that are commonly available with current internet based telephone services.
- The network, as designed, is not expected to provide Cable TV service, although the system must be fully capable of accommodating Internet Protocol Television and other internet based video services, including interactive video services.

SCOPE OF WORK - Respondent shall provide a clear and concise plan that includes, but is not limited to: type and cost of equipment required, types and costs of permits required to complete the construction work, and anticipated timeline to complete the construction.

- Provision of a design, through final engineering, for either completion of an existing system, or for construction of a new system, to provide expanded broadband access to areas of unincorporated Jefferson County designated in the System Objectives section above.
- Include such site visits as are necessary to evaluate and design system expansion or design of new system.
- As the sole responsibility of the proposer, to evaluate, inspect and thoroughly consider as part of the design process, all existing infrastructure, utility poles, available network resources of other network providers, available public and private utility and road rights of way, and such other existing features as must necessarily be considered as part of the design and final engineering process.
- Identify all necessary federal and state licenses, permits and approvals.
- Specify testing and quality assurance procedures necessary to ensure that the completed network will perform as designed and that all work will be good and workmanlike.
- Identify and describe any other functions and services that may be required or recommended to ensure successful, timely, and responsive construction of the system expansion or new system.
- Create a budget for final build out of the system as designed that includes all aspects of permitting, utility pole, right of way use, and other agreements, construction costs

(including cable installation, “hut” construction, if any, and all other construction elements), construction oversight, and network equipment.

- Identify the typical one time and recurring costs to costumers of the broadband services including the cost of connection to the provider’s network, typical monthly user or service fees and charges, and the customers’ on premise equipment necessary to utilize the network.
- Identify a proposed legal arrangement by which the system will be operated and maintained during the useful life of the infrastructure in which Jefferson County will be the owner and the system will be operated and maintained by a current or future proposed network services provider.

PART VI – EVALUATION/SELECTION PROCESS

Jefferson County shall follow the procedures of the Consultants’ Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider the following factors:

1. Prepare an alphabetical listing of proposers determined to be interested and available. Evaluate the proposals meeting minimum submission criteria based upon qualifications. Selection as best qualified will be based on the following considerations:

No	Evaluation Criteria	Points
1	Did the firm follow submittal requirements and clearly demonstrate an understanding of the purpose for the Request for Proposals?	10
2	Qualifications of personnel assigned	15
3	Minority, Women, and Disadvantaged Business Enterprise participation	
4	Geographic location of the firm, including permanent office of project management team	
5	Current workload and potential effect on project schedule/deliverables	10
6	Past record of professional accomplishments	25
7	Financial viability and responsibility	
8	Firm’s reputation and competence, including technical education and training, availability of adequate personnel, equipment and facilities, the extent of repeat business of the firm and, where applicable, the relationship of cost estimates by the firm to actual costs on previous projects	
9	Familiarity with anticipated project areas/scope of work required	25
10	Previous project experience with federal state funded programs	
11	Costs proposed to complete the scope of work	15
	Total	100

In compliance with 2 CFR 200.320(d)(1), the Selection Review Committee will consider the most qualified firm that demonstrates the knowledge, qualification and ability to complete the intended Scope of Work based on the above listed criteria provided by the proposers. A proposer's ability to successfully complete the Scope of Work should be based on their demonstrated qualifications, past accomplishments of similar work., financial responsibility, and staff availability and capacity in order to accurately determine that the project objectives will be achieved timely, feasibly, and in compliance with federal uniform guidance and RESTORE Act Standard Terms and Conditions.

2. Review of all responses to the Request for Proposals received will proceed as follows:
 - a. The Review Committee will review all written documents submitted;
 - b. The Committee's ranking of prospective firms shall be based on the Evaluation Criteria listed above;
 - c. The Committee may request oral presentations/interviews from the Respondent when establishing the recommended priority or short list. Respondents will be notified of dates and times of any interviews.
3. Direct one-on-one contact with any of the Board of County Commissioners members, the County Coordinator, or County Attorney is not allowed during the short listing process unless initiated by the County to request specific information to understand information submitted in the proposal.
4. The County reserves the right to accept or reject any or all submittals that it may, in its sole and absolute discretion, deem unresponsive, or waive technicalities which best services the overall interests of the County. The County Commission's decision on these matters shall be final.

PART VII – COST AND PRICE ANALYSIS

The County has conducted a cost and price analysis to create a budget for the Scope of Work required, in accordance with 2 CFR §200.323. This cost and price analysis will be used to evaluate the Respondents during the Evaluation/Selection Process.

PART VIII – SMALL, MINORITY, WOMEN, DISADVANTAGED BUSINESS ENTERPRISES AND LABOR SURPLUS PARTICIPATION

The County encourages the use of small, women, minority and labor surplus business enterprises to participate in this Request for Qualifications process. The County will conduct the following six (6) required affirmative steps to assure that small, minority, women and labor surplus business enterprises, are used when possible as required by 2 CFR §200.321:

1. Place small, minority, and women's business enterprises on a solicitation list;
2. Assure that small, minority, and women's business enterprises are solicited whenever there are potential resources;

3. Divide the total requirements, when economically feasible, into smaller tasks or quantities permit maximum participation by small, minority, and women's business enterprises;
4. Establish a delivery schedule, where requirement permits, which encourages participation from small, minority, and women's business enterprises;
5. Use services provided by SBA or other organizations to encourage participation from small, minority, and women's business enterprises; and
6. Require the prime contractor to consider the 5 affirmative steps above when selecting subcontractors.

PART X – DISADVANTAGED BUSINESS ENTERPRISES

The Jefferson County Board of County Commissioners hereby affirms that it will affirmatively ensure that any Disadvantaged Business Enterprise will be afforded full opportunity to submit Statement of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award.

PART XI – PROPOSAL SUBMITTAL FORMAT

LETTER OF RESPONSE – A letter or response prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually should at a minimum include the following information:

1. Date
2. RFP title
3. Consultant firm name and address
4. Consultant point of contact name, phone, e-mail address
5. Brief overview of the Consultant firm
6. Number of Consultants dedicated to project

PROJECT UNDERSTANDING AND PAST EXPERIENCE – Demonstrate experience in other projects similar in scope and complexity to the project described in Part V Scope of Work of this RFP.

1. Firm history and specialties – including projects similar to the Scope of Work
2. References – include five (5) references for projects similar to the Scope of Work
 - a. Project name
 - b. Project contact name
 - c. Telephone number
 - d. E-mail address
 - e. Brief description of the project
 - f. Project year
 - g. Contract amount

STAFF QUALIFICATIONS – Identify the roles and responsibilities of the proposed personnel with each individual’s experience and qualifications. Include resumes for each team member involved in the project.

1. Consultant firm organizational chart
2. Number of years experience completing similar projects
3. Availability of staff & ability to meet the time requirements of the project

APPROACH AND METHODOLOGY – Explain how project design will be approached and what methodology will be followed to complete the project.

1. Include a detailed plan as to how the Consultant(s) will develop a project plan and execute it
2. Include communication methods with County staff during the project planning process
3. Describe monthly progress reporting process

COST PROPOSAL – Respondent must provide a detailed cost proposal that shows a breakdown of all required estimated costs including equipment and staff labor time to complete the tasks described in **Part V – Objectives and Scope of Work** in this Request for Proposals.

REQUIRED FORMS – The person authorized and responsible for binding this proposal must complete, sign and include the following forms in order to be considered a Respondent to this RFP. Respondents whom do not complete, sign and include these forms in their proposal will be deemed unresponsive and will be disqualified during the Evaluation Process.

1. Certificate(s) of Insurance or Sworn Statement from Insurance Agent
2. Hold Harmless, Release and Indemnity Agreement (Only applicable when State of Florida Worker’s Compensation Exemption is being used)
3. Exhibit A - Florida Public Entity Crimes Statement as required by F.S. §287.133(3)(a)
4. Exhibit B - Byrd Anti-Lobbying Amendment Certification Form
5. Exhibit C - Copeland Anti-Kickback Act (40 U.S.C. 3145) Certification Form
6. Exhibit D - Drug Free Workplace Statement as outlined by F.S. §287.087
7. Exhibit E – Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

PART XII – RFP TIMELINE

SCHEDULE	DATE/TIME
Advertisement Request for Proposal	Monday, August 31, 2020
Deadline for Questions	Tuesday, September 15, 2020 Tuesday,

	October 13, 2020 at 5:00 p.m. E.T.
Proposal Submission Due Date and Time	Wednesday, September 30, 2020 Wednesday, October 14, 2020 at 4:00 p.m.
Proposals opened at regularly schedule BOCC Meeting	Thursday, October 1, 2020 Thursday, October 15, 2020
Evaluation Committee Meeting	Thursday, October 8, 2020 Thursday, October 22, 2020
Responding Firms Oral Interview (if necessary)	TBD
Board Approval of Selection and Award (subject to change)	Thursday, October 15, 2020 Thursday, November 5, 2020

PART XIII – LENGTH OF SERVICE

The selected Respondent’s professional consulting services begin upon written Notice to Proceed (NTP) by the County. It is anticipated that the NTP will be issued by ~~November 1, 2020~~ December 1, 2020. It is projected that all work will be completed within a six (6) month period.

PART XV – TITLE VI NONDISCRIMINATION POLICY STATEMENT

Jefferson County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best public policy and governmental services result from careful consideration of the needs of all of its communities and when those communities are involved in the public policy and governmental services decision making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, the County will not exclude from participation in, deny benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

[END OF RFQ INSTRUCTIONS]

**EXHIBIT A - SWORN STATEMENT UNDER 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

By _____
[print individual's name and title]

For _____
[print name of entity submitting sworn statement]

whose business address is _____

(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 Paragraph 287.133 (1)(g), Florida Statutes (2017), means a violation of any public entity or with an agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "*convicted*" or "*conviction*" as defined in Paragraph 287.133 (1)(b), Florida Statutes (2017), 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.
4. I understand that an "*affiliate*" as defined in Paragraph 287.133 (1)(a), Florida Statutes (2017), 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.

5. I understand that a "*person*" as defined in Paragraph 287.133(1)(e), Florida Statutes (2017), means any natural person or entity organized under the laws of any state or of the United

States with the legal power to enter into a binding Contract and which Proposals or applies to Proposal on Contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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 THAT 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, THAT THIS FORM IS VALID THROUGH DECEMBER 31, OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.

[signature] [date]

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority _____

[Name of individual
signing]

who, after first being sworn by me, affixed his signature in the space provided above on
this

_____ day of _____, 20 ____.

NOTARY PUBLIC _____

My commission expires: _____

**EXHIBIT B - Byrd Anti-Lobbying Amendment
Contractor Certification Form**

_____, as a proposed contractor for _____, certify
(Name of Contractor) (RFQ/RFP/Bid NO.)
that any Contractor employee or Subcontractor performing work on this project must
comply with regulations described in the Byrd Anti-Lobbying Amendment (31 U.S.C.
1352), which requires that each Contractor or Subcontractor employee certifies that he or
she has not used any Federal appropriated funds to pay any person or organization for
influencing or attempting to an officer or employee of any agency or Congress in
connection with obtaining any Federal contract, grant or any other award.

By my signature, as the Authorized Official for the Respondent, I affirm that all
Contractor and Subcontractor employees understand and agree with the Byrd Anti-
Lobbying Amendment requirements described above.

CONTRACTOR:

By: _____
Signature

Authorized Official Name

Authorized Official Title

Street Address

City, State, Zip

Date

EXHIBIT C - Copeland Anti-Kickback Act (40 U.S.C. 3145)
Contractor Certification Form

_____, as a proposed contractor for _____, certify
(Name of Contractor) (RFQ/RFP/Bid NO.)
that any Contractor employee or Subcontractor performing work on this project must
comply with regulations described in the Copeland “Anti-Kickback Act” (40 U.S.C.
3145), which provides that each Contractor or Subcontractor must be prohibited from
inducing, by any means, any person employed in the construction, completion, or repair
of public work, to give up any part of the compensation to which he or she is otherwise
entitled.

By my signature, as the Authorized Official for the Respondent, I affirm that all
Contractor and Subcontractor employees understand and agree with the Copeland “Anti-
Kickback Act” requirements described above.

CONTRACTOR:

By: _____
Signature

Authorized Official Name

Authorized Official Title

Street Address

City, State, Zip

Date

EXHIBIT D - DRUG FREE WORKPLACE FORM

The undersigned in accordance with Florida Statute 287.087, hereby certifies that

_____ does:
(Name of Business/Company/Consultant Firm)

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, professional or contractual services that are obligated under this solicitation/contractual arrangement a copy of the statement specified in subsection (1).
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 1893 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 this section.

As the person authorized to sign the statement, I certify that this
Individual/Business/Consultant complies fully with the above requirements.

Company Name

Authorized Official Name

Street Address

Signature

City, State, Zip Code

Authorized Official Title

Phone

Date

**EXHIBIT E - Federal Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

Contractor Covered Transactions

- (1) The prospective contractor of the Recipient, _____, certifies, by submission of this document, 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) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

By: _____
Signature

Name and Title

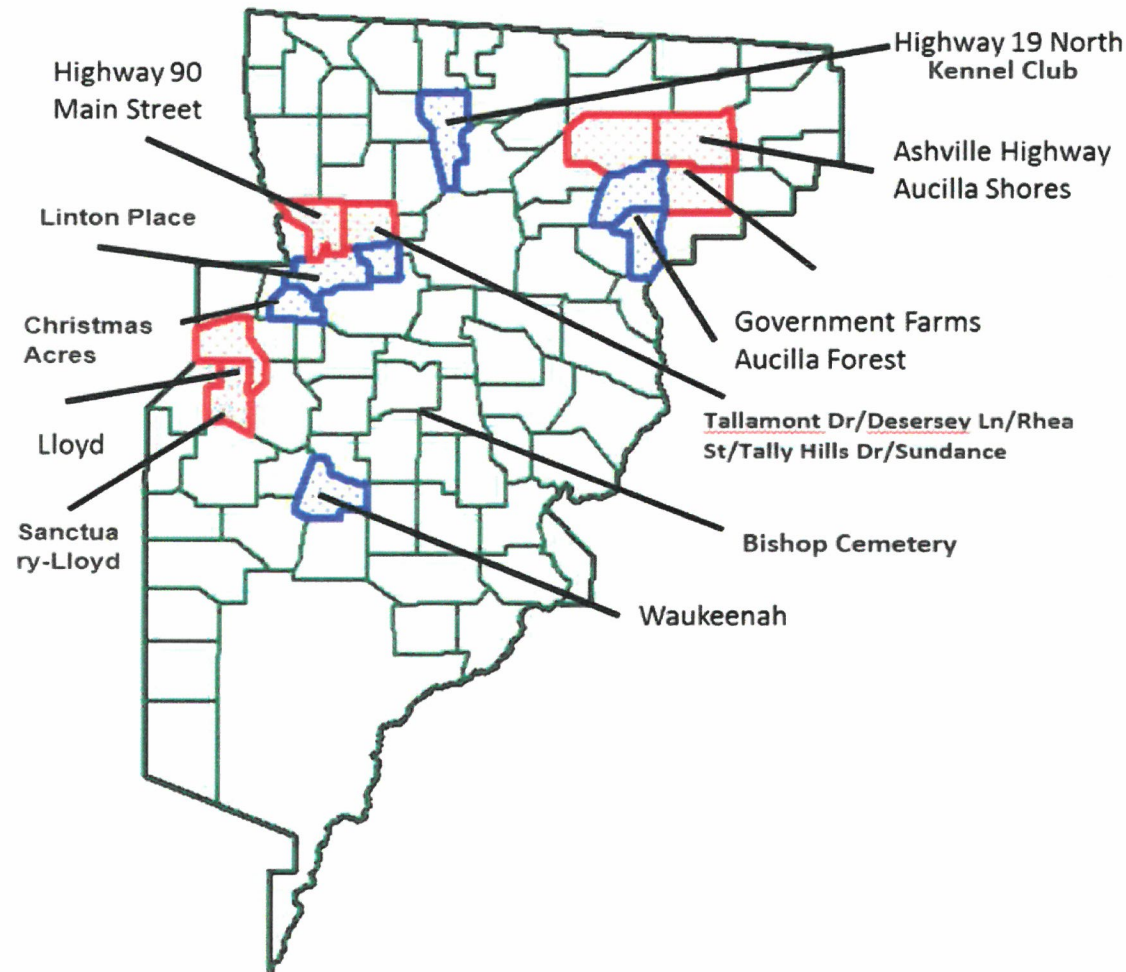
Street Address

City, State, Zip

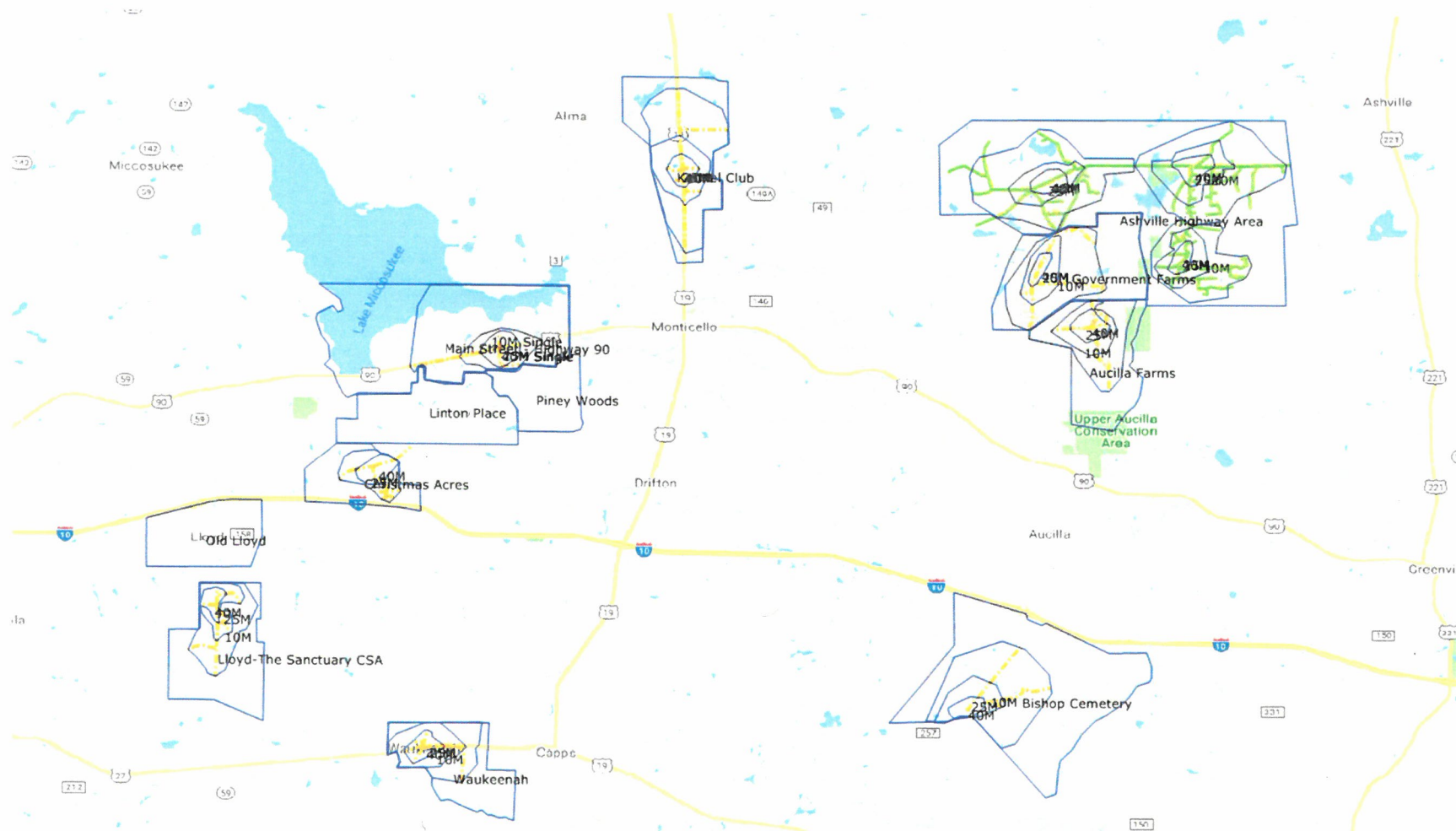
Date

EXHIBIT F – LOCATION MAPS

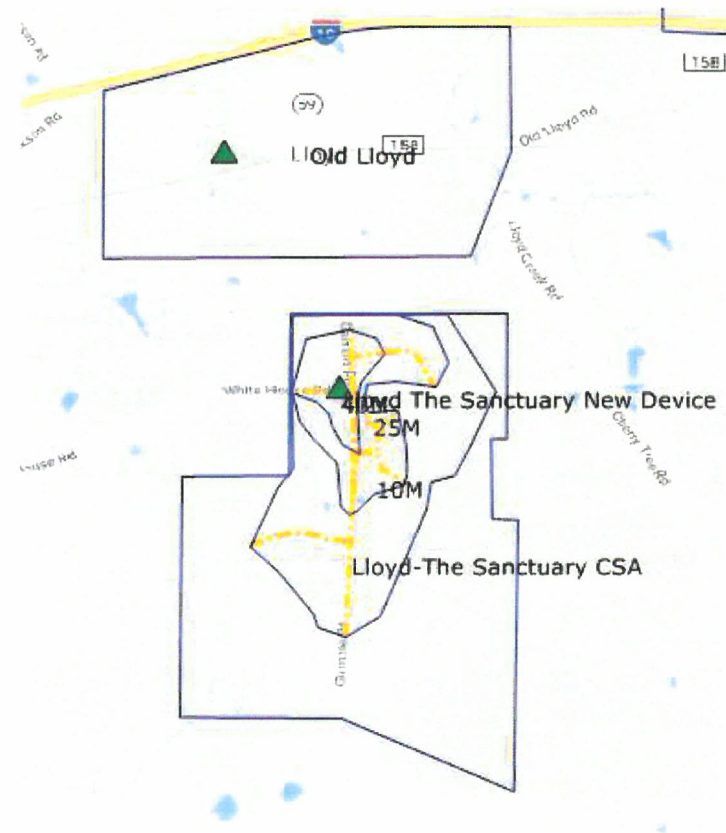
Monticello- 12 Jefferson County Projects



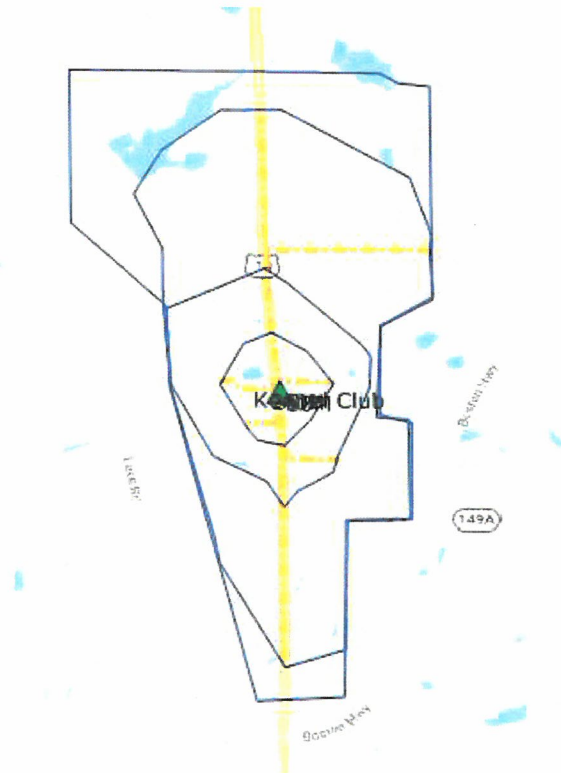
#	Project Name / Street Name
1	Old Lloyd
2	Lloyd-The Sanctuary CSA
3	Kennel Club
4	Linton Place
5	Christmas Acres
6	Waukeenah
SUBTOTAL (Sites w/ Existing Subs)	
7	Main Street - Highway 90
8	Bishop Cemetery
9	Ashville Highway Area
10	Government Farms
11	Aucilla Forest
SUBTOTAL (Sites No Subs)	
12	Tallamont Dr/Desersey Ln/Rhea St/Sundance Dr



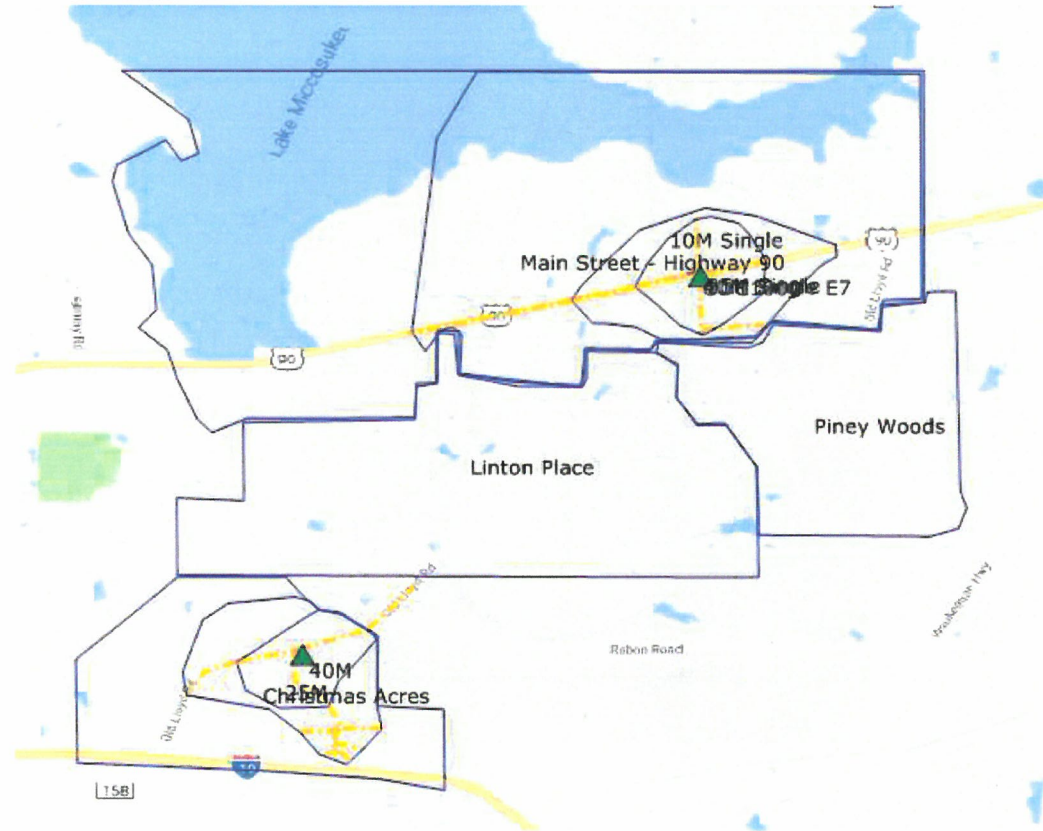
1. Old Lloyd/ 2. Lloyd Sanctuary CSA



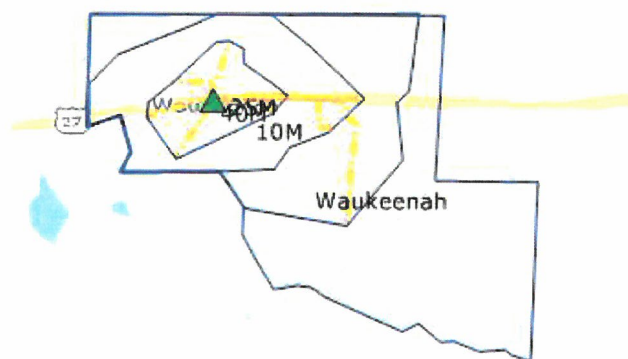
3. Kennel Club



4. Linton Place/ 5. Christmas Acres/ 7. Main St- Hwy 90



6. Waukeena



8. Bishop Cemetery



12. Tallamont Dr/Desersey Ln/Rhea St/Tally Hills Dr/Sundance Dr

GPON Requested Area

1. Tallamont Dr
2. Desersey Ln
3. Rhea St
4. Tally Hills Dr
5. Sundance Dr

