

FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION (TPO)

REQUEST FOR QUALIFICATIONS

RFQ #2-2024: FLORIDA-ALABAMA TPO SIGNAL OPERATIONS CONTRACT

**Qualification Packets Will Be Received Until:
4:30 p.m. CT, May 17, 2024**

Florida-Alabama TPO
Post Office Box 11399
Pensacola, FL 32524

All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

Assistance:

Florida-Alabama TPO
Phone: 850-332-7976 ext. 212
Email: jill.nobles@ecrc.org

Florida-Alabama TPO
Post Office Box 11399
Pensacola, FL 32524

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Florida-Alabama TPO, (850) 332-7976 at least five (5) working days prior to the solicitation opening.

Florida-Alabama Transportation Planning Organization (TPO)
Request for Qualifications
Proposer's Checklist
SIGNAL OPERATIONS CONTRACT

How to Submit Your Proposal

Please review this document carefully. Offers that are accepted by the TPO are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the TPO on or before date and hour specified for receipt. Late proposals will be returned unopened.

Proposals are to be submitted in electronic form (either on a flash drive mailed to the TPO P.O. Box or via email to jill.nobles@ecrc.org). Proposals are due by 4:30 p.m. (CT), Friday, May 17, 2024. The following items are required as part of the Proposal:

- Qualification Packets
- Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the "Insurance Requirements"
- Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at <http://www.sunbiz.org/search.html>)
- Truth in Negotiation Certification
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions for Federal Aid Contracts
- Certification for Disclosure of Lobbying Activities on Federal Aid Contracts
- Disclosure of Lobbying Activities
- Vendor Certification Regarding Scrutinized Companies Lists
- Certification Regarding E-Verify System
- Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances Corporate Identification

The Following Submittals Are Required Upon Notice Of Award:

- Certificate Of Insurance

This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.

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I. INFORMATION PACKAGE

RFQ #2-2024: FLORIDA-ALABAMA TPO SIGNAL OPERATIONS CONTRACT

Purpose

Scope of Services

This project, though specific to the continuation of the regional transportation management and signal operations program as designated below for the Florida-Alabama TPO (TPO), which shall be performed at a minimum, also provides the opportunity to perform enhanced traffic operations, traffic engineering, RTMC construction and operational support, transportation planning, as well as related duties, functions, and services in support of the regional transportation management and signal operations throughout the TPO area, which may include fiber optic design elements.

The Consultant may be asked to complete tasks involving the ongoing signal timing and operations as broadly described below. The Consultant may also be asked to complete other related work via task work orders with separate scopes of work.

Work Tasks and Deliverables:

1. Perform enhanced transportation/traffic operations:
 - A. Perform site visits and document findings at signalized and non-signalized intersections on a periodic and prioritized basis (peak and off-peak tourist seasonal periods) during:
 - 1) AM and PM Peak periods
 - 2) Off-Peak mid-day periods
 - 3) Weekend Peak Period
 - B. Review and provide analysis of on-site visit documentation provided by others.
 - C. Perform and provide analysis of Regional Transportation Management Center (RTMC) data collection exercises.
 - D. Perform plans review/comment on FDOT, local, or permit projects that affect the TPO's Advanced Transportation Management System (ATMS) efforts.
 - E. Perform or assist in traffic operations project inspection efforts to assure compliance with plans, specifications, standards, and other contract documents.
 - F. Provide and utilize software such as signal system analysis software, timing optimization software, traffic modeling software, operating system software, security software, reports generation software, and other related software in support of traffic signal system operation, maintenance, and traffic engineering activities.
 - G. Address local citizen, resident, governmental issues, concerns, or complaints as necessary.
2. Perform traffic engineering:
 - A. Conduct comprehensive signal system retiming projects at isolated intersections or corridors.

- B. Review and provide analysis of signal system retiming projects at isolated intersections or corridors performed by others.
 - C. Perform travel time/delay studies along signalized corridors.
 - D. Perform incremental signal timing adjustments and document actions.
 - E. Review and provide analysis of incremental signal timing adjustments performed by others.
 - F. Perform intersection analysis, signal warrant, speed, pedestrian, safety, volume and other formal engineering studies.
 - G. Review and provide analysis on intersection analysis, signal warrant, speed, pedestrian, and safety studies performed by others.
 - H. Develop plans, concepts, budgets, right-of-way determinations, and assessment of utility concerns for traffic operations, access management, and intersection improvement projects.
 - I. Develop scope, procurement, and contract documentation for traffic operations, access management, and intersection improvement projects.
 - J. Provide project management/contract administration for design, construction, and operations.
 - K. CEI projects utilizing resources provided by local, state, or federal programs.
3. Perform transportation planning:
- A. Attend and actively participate in meetings related to FDOT, local, or permit projects.
 - B. Meet with each stakeholder agency to this project on a periodic basis to ascertain and address concerns related to traffic engineering and operations – this specifically includes the City of Gulf Breeze, the City of Milton, the City of Orange Beach, the City of Pensacola, Baldwin County, Escambia County, Santa Rosa County, FDOT District Traffic Operations Office, TPO/Emerald Coast Regional Council (ECRC), as well as local law enforcement representatives, and any others providing insight into benefiting the region's transportation needs.
 - C. Identify projects in support of improved traffic operations objectives, such as intersection improvements, left and right turn lane projects, signalization projects, and access management/median modification improvements.
 - D. Provide program level oversight, management, and support for implementation of all aspects of the ATMS Master Plan, including support services for the RTMC construction.
 - E. Monitor ITS technology development for use by the TPO and all participating local governments.
 - F. Monitor and seek out additional funding opportunities, such as grants.

4. Perform support of system of traffic signals:

- A. Perform / manage preventative and response maintenance, repair, and/or modification of traffic signal field equipment.
- B. Provide traffic signal equipment, communication equipment, traffic detection upgrades, specialty equipment and tools in support of traffic signal system operation, maintenance, and traffic engineering activities.
- C. Perform comprehensive testing/verification of all traffic signal equipment/hardware at intersections.
- D. Review, analyze, and/or oversee comprehensive testing/verification of traffic signal equipment/hardware conducted at intersections by others.

5. Signal Operations and Monitoring

- A. Provide Active Arterial Management as needed by monitoring traffic signals, traffic flow via video streams and adjusting signal timings to improve signal operation. Times of service can include evenings, weekends, holidays, special events, and seasonal beach monitoring.
- B. Develop summary reports of the signal system operations and activities and provide to the stakeholder agencies.

6. RTMC Design & Construction Administration Services

- A. Assist the TPO in reviewing the RTMC design documents submittals.
- B. Assist the TPO/Escambia County and the architect in preparing procurement documents for the construction of RTMC.
- C. Assist the TPO/Escambia County and the architect in reviewing of any submittals and/or shop drawings for construction of the RTMC.
- D. Assist the TPO/Escambia County and the architect in the review of Requests for Information (RFI) that are submitted as a part of the RTMC construction.

7. RTMC Operations/Staffing

- A. Provide the professional staffing and engineering needs required to operate the RTMC. These positions will be negotiated with the TPO/ECRC Staff and the participating local agencies.
- B. Train and coordinate with local agency staff and/or ECRC staff to operate and utilize the RTMC.

8. Measurement and Payment:

- A. Materials, equipment, tools, hardware, and software shall be reimbursable as documented by actual invoices and other relevant supporting documentation as determined by FDOT. Supporting documentation shall be accompanied by a narrative detailing the purpose and justification of the purchases in association with the project scope.
- B. Vehicle expenses shall be reimbursable as documented by an itemized mileage log. Mileage logs shall be itemized on a day-by-day, destination-by-destination basis, and shall be

accompanied by a narrative detailing the purpose and justification of the vehicular travel in association with the project scope.

- C. Reimbursement for consultant services, including any labor costs, shall be compensated according to the terms of the consultant agreement between the TPO and consulting firm. FDOT shall review and approve any such agreement prior to final contract execution.
- D. In addition to invoices, timesheets, mileage logs, and other documentation demonstrating that tasks, goods, and services were delivered in accordance with the terms of this agreement, the TPO shall submit along with their periodic invoices a report detailing the deliverables provided during the reporting period.

CONTRACT TERM

Two (2) years with a maximum of three (3) twelve-month renewal periods

FUNDING/COMPENSATION

In each approved annual budget the ECRC/TPO may set aside funds for work to be completed by the Consultant. However, there is no guarantee of a specific funding level for Consultant work during any specific fiscal year. Funds allocated for Consultant work are dependent on future levels of federal, state, and local funding to the ECRC/TPO. The cost of each negotiated Task Work Order shall be established annually for the upcoming year and/or at the time each Task Work Order is developed and signed by the ECRC/TPO and Consultant. The cost shall be based on man-hours required to complete the project and hourly rates of personnel assigned to each task, to be determined during the negotiations. The CEO must be notified in writing of any personnel additions or deletions. The cost of each Task Work Order may include time for completion of the executed scope but shall not include time for correction of work resulting from negligent errors and omissions on the part of the Consultant following review by the ECRC/TPO.

II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described Professional Services shall submit one (1) electronic copy of your firm's Qualification Packets containing all of the requested information no later than the date and time listed on the cover sheet. Submittals delivered late shall not be accepted or considered. No exceptions will be made.

A. To Respond

Submit all responses in electronic form (either flash drive or via email) at:

Florida-Alabama TPO
Post Office Box 11399
Pensacola, FL 32524
EMAIL: jill.nobles@ecrc.org

All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Qualification Packets, which are substantially incomplete or lack key information, may be rejected by the TPO at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

The submittals shall be in the GSA Standard Form (SF) 330 format with one additional section as described below (include in Qualifications Packet). No other format will be acceptable.

Information submitted with your Qualifications Packet should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and short-list the firms. Presentations, interviews, and or discussions will be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being scheduled for negotiations.

The following policy will apply to all methods of source selection:

B. CONDUCT OF PARTICIPANTS

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected TPO officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

Definitions

Blackout period means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the TPO Office and the time the TPO Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

Lobbying means the attempt to influence the thinking of elected TPO officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

Sanctions

The TPO Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment

This policy is not intended to alter the procedure for Protested Solicitations and Awards.

Procurement Policy

Except as outlined in Section 287.055, Florida Statutes, Section 337.105, Florida Statutes and Chapter 14-75, Florida Administrative Code, this RFQ will follow the Emerald Coast Regional

Council's [Procurement Policy](#) (adopted November 15, 2022). Any and all protests will follow ECRC's Procurement Policy.

C. IDENTIFICATION OF SUBCONSULTANTS/CHANGES AFTER THE FACT

After delivering an initial proposal in response to this solicitation, all submitters are prohibited from substituting, modifying, or amending those sub-consultants identified in the initial written submittal at any time during the course of the solicitation process up to the final award of contract and including question and answer sessions, presentations or technical clarifications and submittals as may be required by the Review/Selection Committee. A substitution or addition of sub-consultants or any other material changes to the submittal after the initial response will cause the submittal to be invalid for review and selection purposes.

D. FLORIDA EXECUTIVE ORDER 11-116 COMPLIANCE

E. EQUAL OPPORTUNITY AND DISADVANTAGED BUSINESS ENTERPRISE PROGRAM STATEMENT

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (a) Withholding monthly progress payments;
- (b) Assessing sanctions;
- (c) Liquidated damages; and/or
- (d) Disqualifying the contractor from future bidding as non-responsible.

III. FIRMS' EVALUATIONS AND SELECTION

The TPO 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 such factors as:

	<u>Points Available</u>
Traffic Operations Experience: Does the firm have experience collecting and analyzing Traffic / RTMC Data? Did the firm provide examples of previous work for the TPO region or other municipalities? If yes, the firm should receive a high score.	10

Does the firm have experience with the Traffic Control Design requirements of the FDOT (Plans, Specifications, Standards, etc.)? Does the firm have experience with day-to-day operations of a RTMC? Is the firm familiar with Traffic project inspections? Is the firm able to provide/utilize signal system analysis software, timing optimization software, traffic modeling software, operating system software, security software, reports generation software, and other related software in support of traffic signal system operation, maintenance, and traffic engineering activities? If yes to all three, the firm should receive a high score.	10
Does the firm demonstrate they have experience with local, residential, and Governmental issues? Have they given examples? If the firm provides three examples, a high score should be awarded.	5
Traffic Engineering Experience: Does the firm have experience conducting comprehensive signal system retiming projects at isolated intersections or corridors? If the firm provides three examples, the firm should receive a high score.	10
Does the firm have experience with performing travel time/delay studies along signalized corridors? Does the firm demonstrate the ability to perform incremental signal timing adjustments and document actions? Does the firm demonstrate the ability to perform intersection analysis, signal warrant, speed, pedestrian, safety, volume and other formal engineering studies. If yes to all three, all ten points should be awarded.	10
Does the firm have experience providing project management/contract administration for design, construction, and CEI projects utilizing resources provided by local, state, or federal programs? If the firm provides three examples where utilities or other conflicts were addressed, a high score should be awarded.	5
Recent and Current Work Loads, and Past Performance: Consider the firm's current workload relative to the size of the firm. In your opinion, will the firm be able to designate staff to tend to this scope of work on a daily basis? The size of the scope should be considered. If able, a high score should be awarded.	5
Did the firm provide copies of evaluation records reflecting positive performance for projects? Any known poor performances should be considered and result in a low score. Did the firm provide copies of recent past positive performance records in their Qualifications Packet? If the consultant provides three records documenting recent positive performance, a high score should be awarded.	5
Ability to Perform Transportation Planning: Is the firm accessible and able to attend and participate in FDOT and Local meetings?	5
Has the firm demonstrated their knowledge of the TPO Transportation Planning Process? The firm must have the ability to effectively communicate with all municipalities in the TPO area, FDOT District Traffic Operations Office, ECRC, neighboring county engineers, Public Works Representatives, as well as local law enforcement representatives, and any others providing insight into benefiting the regions' transportation needs? If the firm can state three examples of projects where their knowledge and effective communication was critical to a project's success, a high score should be awarded.	5

Is the firm able to identify projects in support of improved traffic operations objectives, such as intersection improvements, left- and right-turn lane projects, signalization projects, and access management/median modification improvements? If the firm shows three examples, a high score should be awarded.	5
Support of Signal System Experience: Is the Firm able to perform/manage preventative and response maintenance, repair, and/or modification of traffic signal field equipment as well as perform comprehensive testing/verification of all traffic signal equipment/hardware at intersections located on FDOT facilities? If the firm shows three examples, a high score should be awarded.	5
Can the firm provide traffic signal equipment, communication equipment, traffic detection upgrades, specialty equipment, and tools in support of traffic signal system operation, maintenance, and traffic engineering activities? If yes, a high score should be awarded.	5
Is the firm able to review, analyze, and/or oversee comprehensive testing/verification of traffic signal equipment/hardware conducted at intersections by others? If they have provided three examples, a high score should be awarded.	5

TOTAL: 90 points

IV. SCHEDULE

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

Publishing Date of Request for Qualifications	April 11, 2024
Qualifications Packets Due Date	4:30 PM, CT, May 17, 2024
Selection Review Committee Meeting #1: Discussions, Short Listing, and Ranking	8:30 AM, CT, May 28, 2024
Written Scope and Fee Proposal Due from the Short Listed firms	June 4, 2024
Selection Review Committee Meeting #2: Presentations from Short Listed Firms	If Required, 10:30 AM, CT, June 5, 2024
1 st Negotiations with First Ranked Firm	10:30 AM, CT, June 6, 2024
2 nd Negotiations with First Ranked Firm	If Required, 10:30 AM, CT, June 7, 2024
TPO Approval	June 12, 2024

Note: Per Florida Statute 119.071, General exemptions from inspection or copying of public records 2. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Public Records of this solicitation will not be available until **June 13, 2024**.

V. SUBMITTAL REQUIREMENTS

Required items are described below (**The following forms must be submitted electronically in the order listed below**):

1. Update Standard Form (SF) 330 – Part II (**GFS format**)

For those firms that have already provided an SF 330 Part II update as required

Note: The wording on the form can't be changed, but include information as though the listing reads as follows:

11. PROFESSIONAL SERVICES REVENUES INVOICED AND PAID BY FIRM FOR LAST 3 YEARS

11. a. Florida-Alabama Transportation Planning Organization

11. b. Non-Florida-Alabama Transportation Planning Organization Work

2. For each individual shown on the organizational chart list the following:

- Name
- Position relative to the project
- Firm
- Position in the firm
- Standard Form (SF) 330 - Part I, Section E
Page Limit: 20 pages/resumes
- Standard Form (SF) 330 - Part I, Section F
Page Limit: 10 pages/projects
- Standard Form (SF) 330 - Part I, Section G
Page Limit: 1 page
- Standard Form (SF) 330 - Part I, Section H
 - The firm should provide three (3) examples of projects for government entities/municipalities indicating experience in the following:
 - Past Performance:
 - Provide at least three (3) samples showing performance records for the past five (5) years. Records should indicate:
 - Performance record
 - Background Experience
 - Technical Expertise
 - Current Work
 - Proposers shall list all currently active contracts or task orders with the following:
 - Any municipality in the TPO area
 - Other Government Entities,
 - Private, and provide the following relative information
 - Contract or Task Order name
 - Current status
 - Costs
 - Original cost, to include any change orders
 - Remaining balance
- Proposers shall list any work which their organization failed to complete in the last five (5) years and describe the when, where, how and why of such failure.
- Proposers shall list any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and to discuss the reasons thereof.
- Proposers shall list any lawsuits in which their team (firms and individuals) is involved relative to services performed or failed to perform over the last five (5) years

Proposers shall include any additional information to represent your firm for consideration

3. Qualifications Packets (PDF format)

Qualifications Packets prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually (Page Limit: Total Qualifications Packet length shall not exceed 20 pages).

Documents

The following forms are PDFs to be uploaded

- Qualifications Packet
- Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the "Insurance Requirements"
- Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at <http://www.sunbiz.org/search.html>)

Note: While the following forms are attached to this solicitation. They are provided as an example only.

- Truth in Negotiation Certification
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions for Federal Aid Contracts
- Certification for Disclosure of Lobbying Activities on Federal Aid Contracts
- Disclosure of Lobbying Activities
- Vendor Certification Regarding Scrutinized Companies Lists
- Certification Regarding E-Verify System
- Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances Corporate Identification

No additional information is to be included in the Qualifications Packet.

Note: Failure to provide the information listed above could be reason for deeming a firm non-responsive.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

375-030-30
PROCUREMENT
05/14

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Name of Consultant

By:_____

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS
(Compliance with 2 CFR Parts 180 and 1200)**

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: _____

By: _____

Date: _____

Title: _____

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contractor). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant:

By: _____ Date: _____ Authorized Signature

Title: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

375-030-34
PROCUREMENT
02/16

Is this form applicable to your firm?

YES ☐ NO ☐

If *no*, then please complete section 4 below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : _____ _____ _____ Congressional District, <i>if known</i> : 4c _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ _____ _____ Congressional District, <i>if known</i> : _____	
6. Federal Department/Agency: _____ _____ _____	7. Federal Program Name/Description: _____ _____ CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> _____ _____ _____	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____ _____ _____ _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date (mm/dd/yyyy): _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: _____

Vendor FEIN: _____

Vendor's Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: _____

who is authorized to sign on behalf of the above referenced company.

Authorized Signature Print Name and Title: _____

Date: _____

E-VERIFY

Contract No: _____

Financial Project No(s): _____

Project Description: _____

In accordance with the contract, the Vendor/Consultant/Contractor hereby acknowledges and certifies compliance with Section 448.095, Florida Statutes. The Vendor/Consultant/Contractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The Vendor/Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system. The Vendor/Consultant/Contractor shall comply with Section 448.095, Florida Statutes, for the duration of the contract term, including any extensions or renewal periods.

Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

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

1. This sworn statement is submitted to _____
(print name of the public entity)

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 Paragraph 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 of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or 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**, 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 jury verdict, nonjury 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**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control 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.

- c. I understand that a "person" as defined in Paragraph 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 binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. 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 THOROUGH 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 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)

Sworn to an subscribed before me this _____ day of _____, 20_____

Personally known _____

OR produced identification _____

Notary Public - State of _____

My commission expires _____

(Type of identification)

(Printed typed or stamped commissioned name of notary public)

Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

(Name of Business)

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

Check One:

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

_____ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Offeror's Signature

Date

**Information Sheet
for Transactions and Conveyances
Corporation Identification**

(Please Circle One)

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,

In what state was it created:

Name as spelled in that State:

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

**Authorized to transact business
in Florida:**

Yes or No

State of Florida Department of State Certificate of Authority Document No.: _____

Does it use a registered fictitious name: Yes or No

Names of Officers:

President _____ Secretary: _____

Vice President: _____ Treasurer: _____

Director: _____ Director: _____

Other: _____ Other: _____

Name of Corporation (As used in Florida):

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: _____

City, State Zip: _____

Street Address: _____

City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

Federal Identification Number: _____
(For all instruments to be recorded, taxpayer's identification is needed)

Contact person for Company: _____ **E-mail:** _____

Telephone Number: _____ **Facsimile Number:** _____

Name of individual who will sign the instrument on behalf of the company:

(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

Title of the individual named above who will sign on behalf of the company:

END

Verified by: _____ Date: _____