

**State of Florida
Department of Transportation**



**REQUEST FOR PROPOSAL
DISTRICT WIDE PUBLIC INVOLVEMENT SERVICES**

DOT-RFP-20-1116-BT

CONTACT FOR QUESTIONS:

Belinda M. Thomas, Procurement Agent
D1-Purchasing@dot.state.fl.us
(Fax) 863-519-2661
Phone: (863) 519-2207
801 North Broadway Avenue
Bartow, FL 33830

State of Florida
Department of Transportation
District One Procurement Office
801 North Broadway Avenue
Bartow, FL 33830

REQUEST FOR PROPOSAL REGISTRATION

PLEASE COMPLETE AND RETURN THIS FORM ASAP
FAX TO (863) 519-2661 OR E-MAIL TO D1-Purchasing@dot.state.fl.us

RFP Number: DOT-RFP-20-1116-BT

Title: **DISTRICT WIDE PUBLIC INVOLVEMENT SERVICES**

Proposal Due Date & Time: February 26, 2020 @ 9:00 a.m.

Opening of Technical Bid: February 26, 2020 @ 10:00 a.m.

Opening of Price Proposal: April 1, 2020 @ 10:00 a.m.

Potential proposers should notify our office by returning this Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at 863-519-2661, or by e-mail to D1-Purchasing@dot.state.fl.us

THE REQUEST FOR PROPOSAL DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System at www.myflorida.com, under this RFP number (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", then click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: (____) _____
Contact Person: _____

E-Mail Address: _____

For further information on this process, e-mail or telephone: Belinda M. Thomas, D1-Purchasing@dot.state.fl.us Phone: 863-519-2207

Florida Statutes
287.135

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

375-030-60
PROCUREMENT
OGC – 07/18

Respondent Vendor Name: _____
 Vendor FEIN: _____
 Vendor's Authorized Representative Name and Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Email Address: _____

Section 287.135, F.S. 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 the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.475, F.S. or is engaged in a boycott of Israel. Section 287.135, F.S. 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, if the company is on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S.

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: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

375-040-18
PROCUREMENT
03/17

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid 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 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 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.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**BID OPPORTUNITY LIST FOR COMMODITIES & CONTRACTUAL
SERVICES**

375-040-62
PROCUREMENT
01/16

Prime Contractor: _____

Address/Phone Number: _____

Procurement Number: _____

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	7. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____		<input type="checkbox"/> Between \$5 - \$10 million
_____		<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	7. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____		<input type="checkbox"/> Between \$5 - \$10 million
_____		<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	7. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____		<input type="checkbox"/> Between \$5 - \$10 million
_____		<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	7. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____		<input type="checkbox"/> Between \$5 - \$10 million
_____		<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR: **BID SHEET (Invitation to Bid - ITB)
PRICE PROPOSAL (Request for Proposal - RFP)
REPLY (Invitation to Negotiate - ITN)**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
ANTICIPATED DBE PARTICIPATION STATEMENT

375-040-63
PROCUREMENT
02/07

The Prime contractor is encouraged to complete this form and submit this form with your bid/price proposal/reply. Submission of this form is not mandatory.

Procurement Number: _____

Contractor's Name: _____

Contractor's FEID Number: _____

Is the prime contractor a Florida Department of Transportation Certified Disadvantaged Business Enterprise (DBE)?
(yes) (no)

Expected amount of contract dollars to be subcontracted to DBE(s): \$ _____

OR

It is our intent to subcontract _____ % of the contract dollars to DBE(s). Listed below are the proposed DBE subcontractors:

<u>DBE (s) Name</u>	<u>Type of Work/Specialty</u>	<u>Dollar Amount/Percentage</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submitted by: _____ Title: _____
(Type or Print)

Date: _____

Note: This information is used to track and report anticipated DBE participation in FDOT contracts. The anticipated DBE amount will not become part of the contractual terms.

**TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):
CONTRACT (Purchase Order) # _____**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- A. It is understood and agreed that all rights of the Department relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of U.S.D.O.T., anything to the contrary in this Agreement notwithstanding.
- C. Compliance with Regulations: The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- D. Nondiscrimination: The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- E. Solicitations for Subcontractors, including Procurements of Materials and Equipment: In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- F. Information and Reports: The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- G. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- H. Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (C) through (I) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- I. **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

- J. Interest of Members of Congress: No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising there from.
- K. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- L. Participation by Disadvantaged Business Enterprises: The Contractor shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Contractor and any sub-Contractor or contractor.

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.

- M. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- N. It is understood and agreed that if the Contractor at any time learns that the certification it provided the Department in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Contractor shall provide immediate written notice to the Department. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Contractor in all lower tier covered transactions and in all aforementioned federal regulation.
- O. The Department hereby certifies that neither the Contractor nor the Contractor's representative has been required by the Department, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to
 1. employ or retain, or agree to employ or retain, any firm or person, or
 2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Department further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

- P. The Contractor hereby certifies that it has not:
 1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above contractor) to solicit or secure this contract;
 2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
 3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above contractor) any fee contribution, donation, or consideration of any kind for, or in

connection with, procuring or carrying out the contract.

The Contractor further acknowledges that this agreement will be furnished to the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

- Q. Federal-aid projects for highway construction shall comply with the Buy America provisions of 23 CFR 635.410, as amended.
- R. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of federally assisted construction contract" in 41 CFR Part 60-1.3 shall comply with the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**Price Proposal
Exhibit "C"**

District Wide Public Involvement Services

Employee Classification	Unit Billing Rate	
	Regular Time *	Overtime **
Project Manager	\$ _____ Per Hour	\$ _____ Per Hour
Communications Specialist	\$ _____ Per Hour	\$ _____ Per Hour
Assistant Communications Specialist	\$ _____ Per Hour	\$ _____ Per Hour
Graphic Designer	\$ _____ Per Hour	\$ _____ Per Hour
Web Designer / Manager	\$ _____ Per Hour	\$ _____ Per Hour
Contract Coordinator	\$ _____ Per Hour	\$ _____ Per Hour
Secretary / Clerical	\$ _____ Per Hour	\$ _____ Per Hour
PRELIMINARY PRICE PROPOSAL GRAND TOTAL		\$ _____

* These rates will be used for payment purposes as part of Exhibit "B" Method of Compensation in Table No. 1.

** Overtime is calculated as regular hourly rate times 1.5. Overtime requires prior approval in writing from the FDOT. The unit billing rates shall include the costs of salaries, overhead, fringe benefits, operating margin and travel expenses.

SUBCONSULTANTS: Use this table below to identify your subconsultants and the Rate per Hour proposed to each one. These rates will be used for payment.

	Unit Billing Rate	
	Regular Time*	Overtime**
Subconsultants Name:	\$ _____ Per Hour	\$ _____ Per Hour
Subconsultants Name:	\$ _____ Per Hour	\$ _____ Per Hour
Subconsultants Name:	\$ _____ Per Hour	\$ _____ Per Hour
Subconsultants Name:	\$ _____ Per Hour	\$ _____ Per Hour
Subconsultants Name:	\$ _____ Per Hour	\$ _____ Per Hour
Subconsultants Name:	\$ _____ Per Hour	\$ _____ Per Hour

The following items will need to be determined per task assignment as they may vary by County or City. Reproduction and Roll Plot Expenses shall be determined for the Price Proposal.

Expense Items

Description	Rate	Unit of Measure
Reproduction (8.5" x 11")	\$ _____	Per Sheet
Reproduction (8.5" x 14")	\$ _____	Per Sheet
Reproduction (11" x 17")	\$ _____	Per Sheet
Reproduction (8.5" x 11") Duplex	\$ _____	Per Sheet
Roll Plot / Display Roll	\$ _____	Per Square Foot
Court Reporter	\$ _____	Per Hour
Newspaper Advertisement	\$ _____	
Florida Administrative Weekly Advertisement	\$ _____	
Regular Mail	\$ _____	
Postcard Notifications (with postage)	\$ _____	each
Certified Mail	\$ _____	
Website Updates	\$ _____	Per Month
GoTo Meeting	\$ _____	
Facility Rental	\$ _____	

MFMP Transaction Fee:

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the 1% MFMP Transaction Fee in accordance with the attached Form PUR 1000 General Contract Condition #14.

NOTE: In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

ACKNOWLEDGEMENT: I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: _____ FEID # _____

Address: _____ City, State, Zip _____

Authorized Signature: _____ Date: _____

Printed / Typed: _____ Title: _____

INTRODUCTION SECTION

1) INVITATION

The State of Florida Department of Transportation, hereinafter referred to as the “Department”, requests written proposals from qualified Proposers to provide DISTRICT WIDE PUBLIC INVOLVEMENT SERVICES. It is anticipated that the term of the contract will be for 12 months.

The Department intends to award this contract to the responsive and responsible Proposer whose proposal is determined to be the most advantageous to the Department. After the award, said Proposer will be referred to as the “Vendor”. For the purpose of this document, the term "Proposer" means the prime Vendor acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Proposer team. The term "proposal" means the complete response of the Proposer to the Request for Proposals (RFP), including properly completed forms and supporting documentation.

2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on “BUSINESS”, click on “Doing Business with the State”, under “Everything for Vendors and Customers”, click on “Vendor Bid System (VBS)”, click on “Search Advertisements”) under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

<u>ACTION / LOCATION</u>	<u>DATE</u>	<u>LOCAL TIME</u>
DEADLINE FOR TECHNICAL QUESTIONS - (There is no deadline for administrative questions)	2-19-2020	3:00 PM
PROPOSALS DUE, ON OR BEFORE - (Technical and Price Proposal) 801 North Broadway Avenue Bartow, FL 33830 863-519-2207	2-26-2020	9:00 AM
PUBLIC OPENING (Technical Proposal) - 801 North Broadway Avenue Bartow, FL 33830 863-519-2207	2-26-2020	10:00 AM
PUBLIC MEETING TO SUMMARIZE TECHNICAL SCORES- 801 North Broadway Avenue Bartow, FL 33830 863-519-2207	3-11-2020	10:00 AM
ORAL PRESENTATIONS (if applicable) - (not open to the public)	Week of 3-23-2020	
PUBLIC OPENING / MEETING (Price Proposal) - 801 North Broadway Avenue Bartow, FL 33830 863-519-2207	4-1-2020	10:00 AM
POSTING OF INTENDED AWARD -	4-1-2020	3:00 PM

3) AGENDA FOR PUBLIC MEETINGS

Agenda – Public Opening (Technical Proposals)

Agenda for Public Opening of Technical Proposals for DOT-RFP-20-1116BT:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical Proposals received timely will be opened, with proposer’s name read aloud and tabulated. Price proposals will be kept secured and unopened until the Price Proposal Opening.
- Adjourn meeting.

Agenda – Price Proposal Opening & Intended Award Meeting

Agenda for Price Proposal Opening and Intended Award meeting for DOT-RFP-20-1116BT:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical evaluation scores will be summarized.
- Announce the firms that did not achieve the minimum technical score.
- Announce the firms that achieved the minimum technical score and their price(s) as price proposals are opened.
- Calculate price scores and add to technical scores to arrive at total scores.
- Announce Proposer with highest Total Score as Intended Award.
- Announce time and date the decision will be posted on the Vendor Bid System (VBS).
- Adjourn.

4) SPECIAL ACCOMMODATIONS

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

SPECIAL CONDITIONS

1) MyFloridaMarketPlace

PROPOSERS MUST BE REGISTERED IN THE STATE OF FLORIDA’S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE TECHNICAL PROPOSAL OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 21). All prospective proposers that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

2) Florida Department of Financial Services (DFS) W-9 REQUIREMENT

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or FLW9@myfloridacfo.com with any questions.

3) QUESTIONS & ANSWERS

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Request for Proposal must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by proposers will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements"), under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting their proposal.

WRITTEN TECHNICAL QUESTIONS should be submitted to:

Belinda M. Thomas MS 1-31
D1-Purchasing@dot.state.fl.us
801 North Broadway Avenue
Bartow, FL 33830
Fax: (863) 519-2661

Questions regarding administrative aspects of the proposal process should be directed to the Procurement Agent in writing at the address above or by phone: **(863) 519-2207**

4) ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR PROPOSAL (ADDENDA)

No negotiations, decisions, or actions will be initiated or executed by a proposer as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal. All Addenda will be acknowledged by signature and subsequent submission of Addenda with proposal when so stated in the Addenda.

5) DIVERSITY ACHIEVEMENT

DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The Department, in accordance with *Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21*, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged

business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages DBE firms to compete for Department contractual services projects, and also encourages non-DBE and other minority contractors to use DBE firms as sub-contractors. The Department, its contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. The Department shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts.

Federal law requires states to maintain a database of all firms that are participating or attempting to participate in DOT-assisted contracts. To assist the Department in this endeavor, proposers are requested to submit the **Bidder's Opportunity List** with their Price Proposal Sheet. The list should include yourself as well as any prospective sub-contractor that you contacted or who has contacted you regarding the project.

Proposers are requested to indicate their intention regarding DBE participation on the **Anticipated DBE Participation Statement** and to submit that Statement with their Price Proposal Sheet. After award of the contract resulting from this RFP, the awarded Vendor will need to complete the "Anticipated DBE Participation Statement" online through the Equal Opportunity Compliance (EOC) system within 3 business days after award of the contract. The link to access the EOC system is: <https://www3.dot.state.fl.us/EqualOpportunityCompliance>. This will assist the Department in tracking and reporting planned or estimated DBE utilization.

During the contract period, the Vendor will be required to report actual payments to DBE and MBE subcontractors through the web-based EOC system. All DBE payments must be reported whether or not you initially planned to utilize the company. In order for our race neutral DBE Program to be successful, your cooperation is imperative. If you have any questions, please contact EOOHelp@dot.state.fl.us.

Additional information about the EOC system can be found on the Equal Opportunity Office (EOO) website at <http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm>. A help manual on how to use the system will be available within the EOC application. If you have any questions or technical issues, please contact the EOO help desk at EOOHelp@dot.state.fl.us.

To request certification or to locate DBEs, call the Department of Transportation's Equal Opportunity Office at (850) 414-4747, or access an application or listing of DBEs on the Internet at www.dot.state.fl.us/equalopportunityoffice/.

6) SCOPE OF SERVICES

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

7) INTENDED AWARD

The Department intends to award a contract to the responsive and responsible vendor with the highest cumulative total points for the evaluation criteria specified herein (See Section 30, Proposal Evaluation). The Intended Award decision will be announced after final evaluation and totaling of scores at the Price Proposal opening specified in the Timeline (See Introduction Section 2 Timeline).

If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award using the following criteria, in the order of preference listed below (from highest priority to lowest priority):

1. Section 295.187(4), Florida Statutes; Veteran Business Enterprise
2. Section 287.087, Florida Statute; Drug Free Work Place
3. Section 287.057(11); Minority Business Enterprise

In the event that the application of the above referenced preferences does not resolve the identical replies,

the Department shall determine the award by means of random drawing.

8) PRE-PROPOSAL CONFERENCE: A PRE-PROPOSAL CONFERENCE WILL NOT BE HELD.

9) QUALIFICATIONS

9.1 General

The Department will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

9.2 Qualifications of Key Personnel

Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the scope of work. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise excepted by the Department's Project Manager. Where State of Florida registration or certification is deemed appropriate, a copy of the registration or certificate should be included in the proposal package.

9.3 Authorized To Do Business in the State of Florida

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out-of-state corporations, out-of-state limited liability companies, and out-of-state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the proposal due date and time, but in any case, must be obtained prior to the award of the contract. For authorization, contact:

Florida Department of State
Tallahassee, Florida 32399
(850) 245-6051

9.4 Licensed to Conduct Business in the State of Florida

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

Florida Department of Business and Professional Regulation
Tallahassee, Florida 32399-0797
(850) 487-1395

10) WARRANTY/SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from this criteria must be documented in the proposal response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

11) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, Belinda M. Thomas, 801 North Broadway Avenue, Bartow, FL 33830** within ten (10) days after the ending date of the period for posting the intended award decision.

() No general liability insurance is required.

() The Vendor must carry and keep in force during the period of this contract a general liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$ (200,000 minimum) per person and \$ (300,000 minimum) each occurrence, and property damage insurance of at least \$ (200,000 minimum) each occurrence, for the services to be rendered in accordance with this contract.

(X) The Vendor must have and maintain during the period of this contract, a professional liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675, Florida Statutes, and Section 337.106, Florida Statutes, with a company authorized to do business in the state of Florida, affording professional liability coverage for the professional services to be rendered in accordance with this contract in the amount of at least \$ 1,000,000.00. The Vendor shall maintain professional liability coverage for a minimum of three years after completion of the services rendered under this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

12) PERFORMANCE BOND

(X) A Performance Bond is not required for this project.

() The intended award proposer shall provide the Department with a Performance Bond in the amount of \$ _____ or "the full amount of the proposal" (choose one or the other). The Performance Bond shall be provided by a surety company authorized to do business in the state of Florida. The Performance Bond shall be executed and furnished to the Department prior to contract execution and no later than ten (10) days after the ending date of the period for posting the intended award decision, unless the Department extends the time period in writing. **Failure to provide the required Performance Bond**

(Form 375-040-27) to the Department within the aforementioned timeframe will void the Intended Award's proposal and the Department will proceed in contracting with the next highest responsive proposer.

The proposer must submit, with their Technical Proposal, a current letter from a surety company or bonding agent authorized to do business in the state of Florida and written on company letterhead, to document the proposer's present ability to obtain a Performance Bond in the amount of \$ _____ or "the full amount of the proposal" (choose one or the other). Failure by the proposer to provide this letter with its response will constitute a non-responsive determination for its proposal. Proposals found to be non-responsive will not be considered.

13) METHOD OF COMPENSATION

Exhibit "B"

14) CONTRACT DOCUMENT

STANDARD WRITTEN AGREEMENT

The Department's "Standard Written Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from this solicitation. In submitting a proposal, the proposer agrees to be legally bound by these terms and conditions.

15) REVIEW OF PROPOSER'S FACILITIES & QUALIFICATIONS

After the proposal due date and prior to contract execution, the Department reserves the right to perform or have performed an on-site review of the Proposer's facilities and qualifications. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer has an adequate, qualified, and experienced staff, and can provide overall management facilities. The review may also serve to verify whether the Proposer has financial capability adequate to meet the contract requirements.

Should the Department determine that the proposal has material misrepresentations or that the size or nature of the Proposer's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the proposal.

16) PROTEST OF REQUEST FOR PROPOSAL SPECIFICATIONS

Any person who is adversely affected by the contents of this Request for Proposal must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

17) UNAUTHORIZED ALIENS

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the

Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

18) SCRUTINIZED COMPANIES LISTS

ALL Responses, regardless of dollar value, must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor 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 companies from entering into a contract for goods or services of \$1 million 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.

If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

19) RESERVATIONS

The Department reserves the right to accept or reject any or all proposals received and reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the Department's official file, without obligation to the Department.

20) ADDITIONAL TERMS & CONDITIONS

No conditions may be applied to any aspect of the RFP by the proposer. Any conditions placed on any aspect of the proposal documents by the proposer may result in the proposal being rejected as a conditional proposal (see "RESPONSIVENESS OF PROPOSALS"). **DO NOT WRITE IN CHANGES ON ANY RFP SHEET.** The only recognized changes to the RFP prior to proposal opening will be a written Addenda issued by the Department.

21) RESPONSIVENESS OF PROPOSALS

21.1 Responsiveness of Proposals

Proposals will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All proposals must be typed or printed in ink. A responsive proposal is an offer to perform the scope of services called for in this Request for Proposal in accordance with all requirements of this Request for Proposal and receiving seventy (70) points or more on the Technical Proposal. Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A proposal may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, and improper and/or undated signatures. ALL determinations of responsiveness will be the responsibility of the FDOT Procurement Office.

21.2 Multiple Proposals

Proposals may be rejected if more than one proposal is received from a Proposer. Such duplicate interest may cause the rejection of all proposals in which such Proposer has participated. Subcontractors may appear in more than one proposal.

21.3 Other Conditions

Other conditions which may cause rejection of proposals include, but are not limited to, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the General Services Administration Excluded Parties List. Proposers whose proposals, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible. The Department reserves the right to determine which proposals meet the requirements of this solicitation, and which Proposers are responsive and responsible.

22) **PROPOSAL FORMAT INSTRUCTIONS**

22.1 General Information

This section contains instructions that describe the required format for the proposal. All proposals submitted shall contain two parts and be marked as follows:

PART I TECHNICAL PROPOSAL NUMBER DOT-RFP-20-1116-BT:
(One Separately Sealed Package for Technical)

PART II PRICE PROPOSAL NUMBER DOT-RFP-20-1116-BT:
(One Separately Sealed Package for Prices)

THE SEPARATELY SEALED PACKAGES MAY BE MAILED TOGETHER IN ONE ENVELOPE OR BOX.

22.2 Technical Proposal (Part I) (1 Original, 3 copies and 1 Thumb drive in PDF format) (Do not include price information in Part I)

The Proposer must submit (1 Original, 3 copies and 1 Thumb drive in PDF format) of the technical proposal which are to be divided into the sections described below. Since the Department will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in a separate sealed package marked "TECHNICAL PROPOSAL NUMBER DOT-RFP-20-1116-BT: ".

1. EXECUTIVE SUMMARY

The Proposer shall provide an Executive Summary to be written in nontechnical language to summarize the Proposer's overall capabilities and approaches for accomplishing the services specified herein. The Proposer is encouraged to limit the summary to no more than ten (2) pages.

2. PROPOSER'S MANAGEMENT PLAN

The Proposer shall provide a management plan which describes administration, management and key personnel.

a. Administration and Management

The Proposer should include a description of the organizational structure and management style established and the methodology to be used to control costs, services reliability and to maintain

schedules; as well as the means of coordination and communication between the organization and the Department. One (1) (8 1/2 x 11") page organization chart and one (1) page written.

b. Identification of Key Personnel

The Proposer should provide the names of key personnel on the Proposer's team, as well as a resume for each individual proposed and a description of the functions and responsibilities of each key person relative to the task to be performed. Limit two (2) pages per person. The approximate percent of time to be devoted exclusively for this project and to the assigned tasks should also be indicated.

3. PROPOSER'S TECHNICAL PLAN

The Proposer shall provide a technical plan which explains their technical approach, facility capabilities, and prior relevant experience.

a. Technical Approach

The Proposer should explain the approach, capabilities, and means to be used in accomplishing the tasks in the Scope of Services, and where significant development difficulties may be anticipated and resolved. Any specific techniques to be used should also be addressed. Limit three (3) pages.

4. WORK PLAN

The Proposer shall provide a Work Plan which sets forth on an average the estimated staff-hours for each skill classification that will be utilized to perform the work required. Two (2) pages- One (1) for a Public Hearing and One (1) a website and project flyer.

22.3 Price Proposal (Part II) (1 Original and 1 Thumb-drive in PDF format)

The price proposal information is to be submitted in a separate sealed package marked "PRICE PROPOSAL NUMBER DOT-RFP-20-1116-BT: ". The Price Proposal information shall be submitted on the forms provided in the Request for Proposal.

22.4 Presenting the Proposal

The proposal shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). Foldout pages may be used, where appropriate, but should not exceed five (5) percent of the total number of pages comprising the proposal. Type size shall not be less than 10 point font. The proposals should be indexed and all pages sequentially numbered. Bindings and covers will be at the Proposer's discretion.

Unnecessarily elaborate special brochures, art work, expensive paper and expensive visual and other presentation aids are neither necessary nor desired.

It is recognized that existing financial reports, documents, or brochures, such as those that delineate the Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form.

23) "DRUG-FREE WORK PLACE" PREFERENCE

Whenever two or more bids which are equal with respect to price, quality, and service are received, the Department shall determine the order of award first in accordance with section 295.187(4), Florida Statutes, giving preference to "Veteran Business Enterprise" then to bid responses from vendors that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

24) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

25) ATTACHMENT TO RFP SUBMITTAL - CONFIDENTIAL MATERIAL

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, Number DOT-RFP-20-1116-BT - Confidential Material". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

26) COSTS INCURRED IN RESPONDING

This Request for Proposal does not commit the Department or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

27) MAIL OR DELIVER PROPOSAL TO: (DO NOT FAX OR SEND BY E-MAIL)

**Florida Department of Transportation
District One Procurement Office
Belinda M. Thomas MS 1-31
801 North Broadway Avenue
Bartow, FL 33830
Phone # (863) 519-2207**

It is the proposer's responsibility to assure that the proposal (Technical and Price proposal) is delivered to the proper place **on or before** the Proposal Due date and time (See Introduction Section 2 Timeline). Proposals which for any reason are not so delivered will not be considered.

By submitting a proposal, the Proposer represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided.

All proposals and associated forms shall be signed and dated in ink by a duly authorized representative of the Proposer.

Each Proposer shall fully acquaint itself with the conditions relating to the performance of the services under the conditions of this Request for Proposal. This may require an on-site observation.

28) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL

Proposers may modify submitted proposals at any time prior to the proposal due date. Requests for modification of a submitted proposal shall be in writing and must be signed by an authorized signatory of the proposer. Upon receipt and acceptance of such a request, the entire proposal will be returned to the proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the proposal. The RFP number, due date and time should appear on the envelope of the modified proposal.

29) PROPOSAL OPENING

All proposal openings are open to the public. Technical Proposals will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2 Timeline). Price Proposals, which have a corresponding responsive Technical Proposal, will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2 Timeline).

30) PROPOSAL EVALUATION

30.1 Evaluation Process:

A Technical Review Committee (TRC) will be established to review and evaluate each proposal submitted in response to this Request for Proposal (RFP). The TRC will be composed of at least three (3) persons who collectively have experience and knowledge in the program areas and service requirements for which the commodities and/or contractual services are sought.

The Procurement Office will distribute to each member of the TRC a copy of each technical proposal. The TRC members will independently evaluate the proposals on the criteria and point system established in the section below entitled "Criteria for Evaluation" in order to assure that proposals are uniformly rated. Due to the complexity of certain procurements, the TRC members are authorized to consult with subject matter experts for the purpose of gathering information, if needed. The independent evaluations will be sent to the Procurement Office and averaged for each vendor. Proposing firms must attain an average score of thirty (30) points or higher on the Technical Proposal to be considered responsive. Should a Proposer receive fewer than thirty (30) points for their average Technical Proposal score, the Price Proposal will not be opened.

During the process of evaluation, the Procurement Office will conduct examinations of proposals for responsiveness to requirements of the RFP. Those determined to be non-responsive will be automatically rejected.

Oral Presentations will be given by the Proposers that receive thirty (30) points or higher on their technical proposals.

The Department will hold a public meeting to summarize the technical evaluations and identify the Proposers that attained an average score of thirty (30) points or higher on their Technical Proposal and are thus considered responsive. The responsive Proposers will continue in this procurement process and be participating in Oral Presentations on the date(s) scheduled in the Timeline (See Introduction Section 2 Timeline).

The following time frames shall govern the Oral Presentations:

- | | | | |
|----|--------------------------------|-----------|---------|
| a. | Presentation | <u>5</u> | minutes |
| b. | Specific Questions on proposal | <u>40</u> | minutes |
| c. | Closing Statement | <u>5</u> | minutes |

The committee members will independently evaluate the oral presentations on the criteria established in the section below in order to assure that orals are uniformly rated. Oral Presentations are not open to the public.

30.3 Price Proposal

The Proposer shall complete the Price Proposal form and submit as part of the Price Proposal Package. Any proposal in which this form is not used or in which the form is improperly executed may be considered non-responsive and the proposal will be subject to rejection. The vendor's completed form shall become a part of the contract upon award of the contract.

The Procurement Office will open Price Proposals in accordance with Section 29, Proposal Openings. The Procurement Office and/or the Project Manager/TRC will review and evaluate the price proposals and

prepare a summary of its price evaluation. The Procurement Office and/or the Project Manager/TRC will assign points based on price evaluation criteria identified herein.

30.4 Criteria for Evaluation

Proposals will be evaluated and graded in accordance with the criteria detailed below.

a. Technical Proposal (**50 Points**)

Technical evaluation is the process of reviewing the Proposer's response to evaluate the experience, qualifications, and capabilities of the proposers to provide the desired services and assure a quality product.

- Please submit an example of the following items. These items should not be prepared specifically for this contract, but should be from previous assignments. They do not all have to be from the same project, but should reflect what the proposed team considers their best work.
 - Website/video (**10 points**)
Submit a link for an active website that your team developed, updates and manages
 - Newsletter or Project Information flyer (**10 points**)
 - Written responses to public comment or citizen inquiry (**10 points**)
 - Project Location Map and Typical Section Illustration (**10 points**)
 - E-mail or Letter of Notification for an upcoming meeting (**3 points**)
 - Press Release (**3 points**)
 - Newspaper Advertisement (**2 points**)
 - Nametag / Sign-in Sheet / Public Comment Form (**2 points**)

b. Oral Interviews (**50 Points**)

The Oral Interview shall include sufficient information to enable the Department to evaluate the technical capability of the firms to provide the desired services.

The Oral Interview shall include sufficient information to enable the Department to evaluate the technical capability of the firms to provide the desired services. Each team will be allowed five minutes for an opening statement, forty minutes for the oral interview and five minutes for a closing statement.

Professional Staff Experience (15 points)

The Proposer shall demonstrate and be prepared to discuss the proposed team members and their experience in the areas described in the Scope of Services. The Proposer shall submit clear supporting information to demonstrate the required experience. Resumes are accepted but are limited to two (2) pages per person. Resumes shall be submitted with the Technical Proposal. The Proposer shall be prepared to discuss the organizational chart for the project showing the roles and responsibilities for each proposed personnel. The organizational chart shall be one (1) page. The Proposer shall be prepared to discuss how the team will conduct two (2) to three (3) meetings in different areas of the District during the same day and time period. The organizational chart shall be submitted with the Technical Proposal.

Communication Plan (15 points)

The Proposer shall be prepared to discuss what their approach is to be pro-active with the Department, Agency Partners, Media, Residents, Business Owners and Drivers that may be involved with and / or affected by a design project.

Management Plan (5 points)

The Proposer shall be prepared to discuss their approach to managing the contract. This includes, but is not limited to, the interaction and communication with subconsultants, the interaction and communication with the Department, internal record keeping, invoicing procedures and monitoring schedules.

Question and Answer (15 points)

The Proposer shall demonstrate to the Department their ability to manage the team and answer questions objectively and in a clear and concise manner.

c. Price Proposal (20 points)

Price evaluation is the process of examining a prospective price without evaluation of the separate cost elements and proposed profit of the potential provider. Price analysis is conducted through the comparison of price quotations submitted.

The criteria for price evaluation shall be based upon the following formula:

$$\underline{(\text{Low Price} / \text{Proposer's Price}) \times \text{Price Points} = \text{Proposer's Awarded Points}}$$

31) POSTING OF INTENDED DECISION/AWARD

31.1 The Department's decision will be posted on the Florida Vendor Bid System, at www.myflorida.com, (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any proposer who is adversely affected by the Department's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

31.2 - Inability to Post:

If the Department is unable to post as defined above, the Department will notify all proposers by electronic notification on the Florida Vendor Bid System (see special condition 31.1, above) or by mail, fax, and/or telephone. The Department will provide notification of any future posting in a timely manner.

31.3 - Request to Withdraw Proposal:

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the price proposal opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the proposer.

32) AWARD OF THE CONTRACT

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

Standard Written Agreement executed by both parties, and a written Notice to Proceed, issued by the Project Manager.

33) RENEWAL

Upon mutual agreement, the Department and the Contract Vendor may renew the Contract for a period that may not exceed 3 years or the term of the original contract, whichever is longer. The renewal must be in writing and signed by both parties, and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Any renewal shall specify the renewal price, as set forth in the solicitation response except that an agency may negotiate lower pricing. Renewal is contingent upon satisfactory performance evaluations and subject to the availability of funds.

34) ATTACHED FORMS

Exhibit "A"- Scope of Service pages A1-A14

Exhibit "B"- Method of Compensation pages B1-B3

Exhibit "C"- Price Proposal Form pages C1-C2

Drug-Free Workplace Program Certification (Form 375-040-18)

DBE Participation Statement Form (375-040-63)

Bid Opportunity List Form (375-040-62)

Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60)

Performance Bond Form (375040-27)

Federal Appendix I Form (375-040-40)

35) TERMS AND CONDITIONS

35.1 General Contract Conditions (PUR 1000)

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this RFP by reference. Any terms and conditions set forth in this RFP document take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this solicitation:

Paragraph 31, Dispute Resolution - PUR 1000

Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

35.2 General Instructions to Respondents (PUR 1001)

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this RFP by reference. Any terms and conditions set forth in this RFP document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this solicitation:

Paragraph 3, Electronic Submission – PUR 1001

Paragraph 4, Terms and Conditions – PUR 1001

Paragraph 5, Questions – PUR 1001

35.3 MFMP Purchase Order Terms and Conditions

All MFMP Purchase Order contracts resulting from this solicitation will include the terms and conditions of this solicitation and the State of Florida's standardized Purchase Order Terms and Conditions, which can be found at the Department of Management Services website at the following link:

http://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1,_2015_.pdf

Section 8(B), PRIDE, is not applicable when using federal funds.

36) ORDER OF PRECEDENCE

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

Special Conditions

Exhibit "A"- Scope of Services pages A1-A14

Exhibit "B"- Method of Compensation pages B1-B3

Exhibit "C" - Price Proposal Form pages C1-C2

Standard Written Agreement

Appendix I Form 375-040-40 (Terms for Federal Aid Contracts)

Instructions to Respondents (PUR 1001)

General Conditions (PUR 1000)

Introduction Section

EXHIBIT "A"
DOT-RFP-20-1116BT
SCOPE OF SERVICES
DISTRICT WIDE PUBLIC INVOLVEMENT SERVICES

I. DESCRIPTION

Consultant Services are required for various public information and public involvement tasks necessary on minor and major projects, including but not limited to studies, resurfacing projects, intersection improvement projects, and widening and reconstruction projects. The tasks will range from support of in-house efforts related to public information to leading the effort of public information as decided by the District One Communications Office. The CONSULTANT shall furnish all materials, equipment machinery, tools, apparatus, means of transportation, labor, services and supplies required to perform the services as outlined in this **Scope of Services**.

II. DEFINITIONS

Consultant

The Consultant retained by the Department to perform Public Involvement Services on District One Design and Post Design Projects described in this Scope of Services.

Department

The Florida Department of Transportation (FDOT).

Letter of Authorization

A letter issued by the Project Manager (or his/her designee) authorizing the CONSULTANT to commence work on a specific task. Completion due dates and fees are specified in each specific task assignment.

Project Manager

The Department's staff member(s), manager(s) or consultant(s) with overall responsibility and authority to oversee the Public Information Services on District One Design and Post Design Projects.

Task Assignment

One or more tasks assigned under this contract in connection with Public Information Services on District One Design and Post Design Projects.

III. OBJECTIVE

The CONSULTANT shall provide any one or more of the marketing, public information and public involvement tasks in support of the DEPARTMENT. Elements of work may include, but are not limited to developing marketing campaigns, compiling mailing lists, drafting property owner letters, designing, developing, printing and/or mailing collateral pieces such as videos, newsletters or postcards, creating and posting social media and website content, creating and plotting public meeting display graphics, conducting public information workshops and public hearings supporting various

department's projects, developing meeting advertisements, developing and maintaining project and/or corridor websites, responding to public comments, preparing video and PowerPoint presentations, providing multi-lingual services as needed, developing and writing plans and/or proposals for upcoming projects and campaigns, identifying potential impacts to the public as a result of any FDOT projects, pitching campaign and initiatives to media for potential earned media opportunities. All documentation shall be in accordance with the Plain Language Initiative and all meetings shall be in accordance with federal guidelines for Title VI and Americans with Disabilities Act. All web applications must meet the standards established in Section 508 of the 1998 Rehabilitation Act.

III. SERVICES

Public involvement includes communicating to all interested persons, groups, media and government organizations information regarding the project. The CONSULTANT shall provide to the DEPARTMENT drafts of all Public Involvement documents (i.e., newsletters, aerials, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least ten (10) business days prior to printing and/or distribution.

A. Public Involvement Plan

A Public Involvement Plan (PIP) will be produced for projects as determined by the DEPARTMENT, that details the following issues:

- Identification of project partners, project stakeholders, elected and appointed officials, agencies, media partners, public groups and interested parties including non-government organizations (NGOs)
- Milestones for public meetings
- Schedules of Metropolitan Planning Organizations (MPO), Board of County Commissioners (BOCC), city commission meetings, or other meetings to attend or present
- Suggested small group meetings and presentations
- Community events to attend
- Communication strategy and anticipated timelines for distribution/release of newsletters, website, fact sheets, media outreach, social media
- Correspondence protocols
- Mailing list upkeep protocol and methodology (how the addresses will be obtained)
- Comment tracking mechanism
- Documentation of project team members and Project Management Team (PMT)

The PIP prepared by the CONSULTANT is intended to be an evolving, stand-alone document that is approved by the DEPARTMENT and is regularly updated as the project progresses.

B. Public Outreach Data Collection and Notifications

The CONSULTANT will collect and maintain throughout the project's duration the various data needed to complete a comprehensive Public Involvement Plan including, but not limited to: a mailing list comprised of the names and addresses of elected officials, community

leaders, study partners, businesses along the existing or proposed right of way; a calendar of regularly scheduled meetings of government elected officials located within the project's boundaries and relevant regulatory agencies; and contact information for various media.

Mailing list preparation involves the identification of any affected, possibly affected and interested parties, which shall include each property owner and tenant within 300 feet of the project limits. Large traffic generators that are outside of the 300-foot corridor, but have a main access to the corridor should be given consideration of notification. Within 15 working days after the Notice to Proceed, the CONSULTANT shall identify and provide to the DEPARTMENT Project Manager, as an email file attachment, an electronic spreadsheet file with the contact information for each party. The CONSULTANT shall update the mailing list as needed during the life of the project. The final mailing list areas shall be discussed with the DEPARTMENT'S District Communications Office.

In addition to public involvement data collection, the CONSULTANT shall assist the DEPARTMENT in preparing notifications to elected officials, other public officials, property owners, and interested parties that the project is beginning.

Median Modification Letters: The CONSULTANT shall prepare a median modification letter template to send to property owners along the corridor. In addition, the CONSULTANT shall prepare a sketch of each proposed median modification for inclusion in the letter. The letters will be sent by the CONSULTANT on FDOT letterhead with FDOT staff signature (NO ELECTRONIC SIGNATURES).

Driveway Modification Letters: The CONSULTANT shall prepare a driveway modification letter template to send to property owners along the corridor. In addition, the CONSULTANT shall prepare a sketch of each proposed driveway modification for inclusion in the letter. The letters will be sent by the CONSULTANT on FDOT letterhead with FDOT staff signature (NO ELECTRONIC SIGNATURES).

C. Scheduled Public Meetings

The CONSULTANT will plan for public meetings. For any of these meetings, the CONSULTANT shall prepare and/or provide:

- Scripts or agenda for presentation
- Handouts and graphics, including project aerials
- A PowerPoint presentation or video
- Meeting equipment set-up and tear-down
- Legal, Florida Administrative Weekly (FAW) and/or display advertisements
- Letters or postcards for notification of elected and appointed officials, property owners and other interested parties, to be mailed by the CONSULTANT
- News releases for each meeting to be sent by the DEPARTMENT'S Communications Office
- Procurement of a court reporter, if necessary for the meeting
- Comment cards and comment box
- Responses to comments

D. Other (Unscheduled) Public and Agency Meetings

In addition to scheduled public meetings, the CONSULTANT may be required to participate in other meetings with the public, elected officials, special interest groups or public agencies. The CONSULTANT will develop any requested agendas, prepare presentation materials such as PowerPoint presentations or handouts, prepare news releases of the meeting (if required), legal, Florida Administrative Weekly (FAW), and/or display advertisements (if required), participation during the meeting, take meeting notes, and summarizing the meeting in a memo to the project file.

The CONSULTANT and his/her staff shall be available with no more than a five (5) workday notice to attend meetings or make presentations at the request of the DEPARTMENT. Such meetings and presentations may be held at any hour between 8:00 a.m. and 10:00 p.m. on any day of the week. The CONSULTANT may be called upon to provide maps, press releases, advertisements, audiovisual displays and similar materials for such meetings.

The CONSULTANT may be required to participate in meetings with the local governing authorities and the Metropolitan Planning Organization (MPO)/Transportation Planning Organization (TPO) and their subcommittees. The CONSULTANT's participation will be limited to participation during the meeting, note taking, and summarizing the meeting in a memo to the file.

E. Special Public Involvement Requirements

Identify and Inspect Public Meeting Sites

The CONSULTANT shall make every attempt to find three suitable locations within 0.50 miles of the project impact area. The sites will be presented to the District Communications Office for final approval. Prospective meeting sites shall be inspected for suitability. Consideration shall be given to location, seating capacity, sound system, lighting, display space and any other physical characteristics that would influence the suitability of the site, including compatibility with the terms of the Americans with Disabilities Act of 1990 and the Jessica Lunsford Act. Possible Public Involvement Meeting sites should be catalogued. In addition, meeting sites will be examined to determine their proximity to public transit service. To the extent possible and reasonable, sites near public transit will be favorably considered. The CONSULTANT shall make all arrangements for use of the meeting facility for the Public Information Workshop(s) and Public Hearing, including payment of any rental fees, procurement of and payment for a court reporter, if applicable.

Correspondence

Within three days of the receipt or mailing of all written correspondence between the CONSULTANT and any party pertaining to the project, copies shall be provided to the DEPARTMENT for their records. The CONSULTANT shall assist the DEPARTMENT in preparing responses to any public inquiries as a result of the public involvement process.

Newsletters, Postcard and Handouts

The CONSULTANT shall prepare printed materials, including internal and external newsletters or postcards as requested by the DEPARTMENT. The newsletters or postcard shall be mailed by the CONSULTANT to elected officials, property owners, businesses and interested persons included on the mailing list compiled by the CONSULTANT. The DEPARTMENT'S Communications Office will review and edit and should receive it ten (10) days prior to mailing/distribution. DEPARTMENT staff should receive the final version of the newsletters or postcard via e-mail, not hardcopy via the mail.

Project Web Site

The CONSULTANT may be requested to create and maintain project or corridor web sites. Site names will have a distinct address on the DEPARTMENT'S website (www.swflroads.com). A link will be established on the FDOT website. The website will allow for input via e-mail links. Meeting information and report summaries will be available for viewing and downloading. Limited graphics will be available due to the size and downloading time for many graphical applications. The web site must be updated every two weeks at a minimum and within one business day after any Public Information Workshop or Public Hearing. All web applications must meet the standards established in Section 508 of the 1998 Rehabilitation Act.

The web site will contain a minimum of four pages:

- The facts page will be a brief overview of what the project entails, cost, and the need for the project.
- The public involvement page will contain a general overview of proposed meetings. This will include Public Information Meetings, Public Workshops/Hearings, and any other meeting the DEPARTMENT would like added to the site. The page will also contain an area where viewers may enter their name and address (both are to be mandatory inputs) to be added to the mailing database. The Project Manager's name will be listed as a contact with his/her FDOT mailing, and email addresses listed as well as his/her telephone number at the District Office. This page will also contain all above information listed for the Department's Project Manager and the DEPARTMENT'S Communications Officer on the subscription page. This page will also include the contact information for the project Public Information Officer. All pages will be linked to the public involvement page.
- The project schedule will contain a brief generalization of the milestones for this project. Milestones will be taken from the schedule developed by the CONSULTANT, as approved by the DEPARTMENT. Shifts in the schedule will be reflected in this page as they occur.

This project will be linked to the FDOT web site and the Efficient Transportation Decision Making (ETDM) Public Access Site in accordance with DEPARTMENT rules and specifications. The CONSULTANT is directed to contact District One's Office of Information Technology (OIT) through the Project Manager before setting

up the web site. All web site development activities will be coordinated with OIT in the Bartow District One Headquarters Office.

- Other website pages will include: Frequently Asked Questions, Related Links, Documents Library, and Contact Us.
- All pages will comply with current swflroads.com templates and will be approved by the Communications Office prior to posting.

Visual Presentations (i.e. PowerPoint presentations, Videos, Renderings, etc.)

The CONSULTANT shall prepare visual and/or audio-visual presentations and renderings as directed by the DEPARTMENT.

Other Public Participation Interaction

The CONSULTANT may be required to actively engage in unique public participation and solicitation techniques either via the web or in person. The techniques may include but are not limited to public surveys on the web or through social media, opinion polls that produce real-time results graphically to the audience at public meetings or other innovative measures to solicit public input.

Media

The CONSULTANT may be required to work with media representatives. Duties shall include, but are not limited to providing general project information and responses to project related issues, either in writing, over the telephone, or in person and on-camera.

Social Media

The CONSULTANT will be responsible for developing a social media communications program. Participation on social media sites can include:

- Educating & informing a broad range of stakeholders
- Linking with other groups and pages of related interest
- Promoting the FDOT Web site and other sites of interest
- Posting video links and photos. Videos can be uploaded directly from mobile devices (short clips/interviews from meetings) or taken from a laptop with a web cam
- Engaging stakeholders with topical discussions
- Meeting announcements
- Solicitation of public input
- Public meeting summaries
- Develop Social Media campaigns for safety initiatives and projects

All posts to the social media site must be approved by the DEPARTMENT'S Communications Office and will be posted on the DEPARTMENT'S social media accounts (i.e. Facebook, Twitter, Instagram, YouTube).

The social media forums can be used together, when appropriate, to communicate similar messages, but it is intended to have distinct messaging purposes for each channel to encourage audiences to participate in all forums and yet still receive a different benefit from each. Social media tools are intended to enhance the ability to reach the project stakeholders up to three social media tools are to be used in this plan.

Action Plan

The CONSULTANT shall prepare documents and maps to facilitate the DEPARTMENT'S Action Plan meeting. The Action Plan meeting will serve as a roadmap of public involvement for each project in the upcoming year.

Marketing

The CONSULTANT may be required to develop and implement targeted marketing campaigns that target the media, elected officials and the public. Areas of marketing may include but are not limited to:

- Safety initiatives and projects
- Intersection improvements
- Project Development & Environment (PD&E) studies
- Design projects
- New/High profile concepts (Diverging Diamond Interchange, Continuous Flow Intersection, HAWK, Roundabout, etc.)
- Work Program
- Construction projects

Demographic and Socio-Economic Analysis

The CONSULTANT shall prepare a Demographic and Socio-Economic Analysis in support of safety campaigns and projects, design and construction projects, and outreach efforts.

F. Multilingual Requirements

CONSULTANT is required to translate and provide multilingual public outreach content to relevant audiences, including website content, mailings. E-mail communication and public notices may be required depending upon the socioeconomic makeup of the areas involved.

G. In-House Support

In-house support will be provided by a minimum of one Communications Specialist assigned to the DEPARTMENT'S District One Bartow Headquarters and the ability to supplement with additional Communications Specialists (either in the District One Bartow Headquarters

or remotely) as necessary to support the Communications Office. Duties include, but are not limited to:

- Develop Public Involvement Plans
- Schedule and preparing public meetings and hearings
- Ability to correspond with the public and media
- Develop social media posts and campaigns
- Develop and implement marketing plans
- Attend meetings
- Develop collateral materials related to projects and concepts

IV. **PROJECT REQUIREMENTS**

A. **Liaison Officer**

The DEPARTMENT and the CONSULTANT will designate a Liaison Officer, a Project Manager who shall be the representative of their respective organizations for the Project, and a Deputy Project Manager who shall be the representative in the absence of the Project Manager. While it is expected the CONSULTANT shall seek and receive advice from various state, regional, and local agencies, the final direction on all matters of this project remain with the DEPARTMENT Project Manager.

B. **Key Personnel**

The CONSULTANT's work shall be performed and directed by the key personnel identified during negotiations by the CONSULTANT and accepted by the DEPARTMENT. The CONSULTANT shall notify the DEPARTMENT, in writing, of any proposed changes in the indicated personnel, prior to the proposed change. Any proposed change shall be subject to review and written approval by DEPARTMENT'S Project Manager. The CONSULTANT shall keep a staff of adequate size to respond to the requirements of this Contract at all times during the term of the Contract. The CONSULTANT shall supply competent and committed staff to the DEPARTMENT at appropriate levels of skill and utilization. The DEPARTMENT requires that the CONSULTANT provide cell phone numbers for all key personnel responsible for answering and responding to the needs of the DEPARTMENT.

The following personnel should be included in this contract:

Project Manager: Primary point of contact with the Department's Project Manager (or his/her designee) on overall activities of the contract; ensures contract compliance; manages budget; executes special projects and performs QA/QC on all collateral materials. Responsible for entire staff assigned to this contract to include staff supervision and work production. Works with Department's Project Manager on streamlining processes and developing cost effective methods of doing business. The Project Manager is also expected to develop, direct and coordinate all public information, public involvement and public relations activities as directed by the District's Communications Officer(s); promote public understanding of the Department's activities; and research, write, edit and disseminate information concerning

District operations and project activities to the public and various news media including printing and broadcasting centers, which may include project specific news releases, feature stories, photography and public service announcements.

Communications Specialist: Acts as the Deputy Project Manager, to be contacted in the event the Project Manager is unavailable. Acts as the source for project related information, bilingual capabilities (English/Spanish) are strongly desired; writes Community Awareness Plans for projects in the design phase; identifies potential impacts to the public as a result of design; prepares and disseminates collateral materials to the public using plain language; develops strategic alliances and corporate partnerships; prepares and presents project information for meetings; coordinates resolution of issues; maintains database of stakeholders; prepares information for updating website; performs media responses by interview or in writing as needed; coordinates and staffs formal and informal public meetings; organizes comments, writes and tracks responses received at meetings; creates social media and marketing campaigns, and executes other duties relevant to the position.

Assistant Communications Specialist: Performs customer satisfaction surveys; supports the activities of the Communications Specialist as needed and approved; executes other duties relevant to the position.

Graphic Designer: Takes photographs and develops videos of assigned projects; prepares, scripts and edits video presentations; creates and produces computer generated graphics to be used for project needs and public meetings, including but not limited to PowerPoint Presentations and Aerial Display Boards; designs collateral materials, creates templates, newsletter layouts and project information flyers; performs other duties relevant to the position. This position should have the knowledge and ability to utilize Microstation CADD files to assist with the graphics design.

Website Designer/Manager: Develop and maintain project website; appropriate manage internal site links; prepare and maintain corridor websites involving multiple Design and Post Design Projects; coordinate monthly website updates.

Contract Coordinator: Prepares and processes monthly progress reports and monthly invoices; monitors the progress of each task assignment; monitors task assignment direct expenses.

Secretary/Clerical: Maintains contract / task assignment files; develops project mailing lists; processes project mailings, including maintaining the certified mail receipts; assists the other staff by performing general duties such as typing and drafting responses for review.

Subconsultants: It may be necessary for the CONSULTANT to subcontract portions of the work. The subcontracted firm(s) must be approved and qualified by the DEPARTMENT prior to the initiation of any work. The CONSULTANT shall be fully responsible for the satisfactory completion of all subcontracted work. The CONSULTANT shall provide the DEPARTMENT and/or the DEPARTMENT'S Project Manager (or his/her designee) with copies of the names for all the Sub-Consultants or employees who shall be performing the work as required.

C. Progress Reporting

The CONSULTANT shall meet with the DEPARTMENT as required, and shall provide monthly, a written and electronic progress and schedule status report and draft invoice that describes the work performed on each task during the current invoice period. The progress and schedule status report and draft invoice shall be delivered to the DEPARTMENT project manager as an e-mail file attachment prior to the submittal of the monthly invoice. The hard copy of the progress and schedule status report shall be mailed within one (1) work day of the e-mail file attachment submittal.

Upon receipt of the monthly electronic progress and schedule status report and draft invoice, the DEPARTMENT project manager shall review and will make judgment on whether work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished. Upon approval, the DEPARTMENT project manager shall notify the CONSULTANT by e-mail that the electronic progress and schedule status report and draft invoice is approved, and the monthly invoice is approved for submittal to the project manager.

The progress and schedule status report shall provide a list of key events and the associated total percentage of work considered to be complete at each event. This list will be per task work order and will be used to control invoicing. Payments will not be made that exceed the percentage of work for any event until those events have actually occurred and the results are acceptable to the DEPARTMENT. The progress and schedule status report shall include a section entitled "FDOT Action Items" that documents all pending issues for which the DEPARTMENT is responsible for completing.

D. Correspondence

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this contract shall be provided to the DEPARTMENT for their records. Hard copies of the correspondence shall be provided within one (1) week of the receipt or mailing of said correspondence. Electronic copies of the correspondence shall be provided concurrent with the mailing of said correspondence.

E. Coordination with Other Consultants

The CONSULTANT is to coordinate his/her work with any and all adjacent and integral consultants so as to affect complete and homogenous work products. The DEPARTMENT Project Manager shall be copied on all correspondence.

F. Rules and Regulations

All work performed by the CONSULTANT pursuant to this agreement, including, but not limited to the preparation of all tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived there from, shall be considered works made for hire and shall become the property of the DEPARTMENT upon completion or termination without restriction or limitation on their use and shall be made available, upon request, to the DEPARTMENT at any time during the performance of such services and/or upon completion

or termination of this Agreement. Upon delivery to the DEPARTMENT of said document(s), the DEPARTMENT shall become the custodian thereof in accordance with Chapter 119, Florida Statutes. The CONSULTANT shall not copyright any material and products or patent any invention developed under this agreement. The DEPARTMENT shall have the right to visit the site for inspection of the work and the products of the CONSULTANT at any time.

V. INVOICING LIMITS

Payment for the work accomplished will be in accordance with the method of compensation of this contract. The CONSULTANT shall submit a monthly invoice, in a format prescribed by the DEPARTMENT, within one (1) work-day after notification of the approval of the progress and schedule status report and the draft invoice, as specified in Section IV, Subsection C. The CONSULTANT shall not submit the monthly invoice until notification from the DEPARTMENT Project Manager that the progress and schedule status report and the draft invoice are approved.

The CONSULTANT shall submit a final invoice for task assignment services and shall notate on the invoice, the following capitalized words, "FINAL INVOICE FOR TASK ASSIGNMENT # ___"

The DEPARTMENT Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to insure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the DEPARTMENT.

VI. COMMUNICATION

The default method of communication with the DEPARTMENT for the project is e-mail. The CONSULTANT shall use the phone and/or letters for communication with the DEPARTMENT only for urgent and/or sensitive issues, or issues that cannot be efficiently communicated by e-mail.

All e-mails sent by the CONSULTANT to the DEPARTMENT shall conform to the following subject line format: FPID, Project Name, Subject, for example, "Subject: 414547-1, US 17, Web Site Update".

The CONSULTANT shall provide, within one (1) work day, an e-mail response to each e-mail request for services received from the DEPARTMENT, and shall include in that response, an acknowledgement of receipt and understanding of the request, and an estimated time of delivery for the services requested. Whenever possible, the CONSULTANT shall provide a response to the e-mail request for services from the DEPARTMENT using the option, "Reply with History - To All Copied".

The CONSULTANT shall provide a timely response to all other e-mails received from the DEPARTMENT, and shall include in that response, an acknowledgement of receipt of the e-mail.

VII. CONSULTANT RESPONSIBILITIES

A. Coordination with the Department

All aspects of each task shall be coordinated through the Department's Project Manager (or his/her designee). All authorizations and approvals shall be in writing and executed by the Project Manager (or his/her designee) prior to the commencement of work.

The Project Manager for Southern Six Counties (Charlotte, Collier, DeSoto, Glades, Hendry and Lee) is Zachary Burch, located at:

Florida Department of Transportation
10041 Daniels Parkway
Fort Myers, Florida 33913
(239) 225-1950

The Project Manager for Northern Six Counties (Hardee, Highlands, Manatee, Okeechobee, Polk and Sarasota) is Brian Rick, located at:

Florida Department of Transportation
801 North Broadway Avenue
Bartow, Florida 33831
(863) 519-2828

B. Services to be Provided

The following procedures are general for all projects. One (1) or more of them may be necessary depending on the scope of the project. The necessary steps will be identified and a schedule of activities will be established by the DEPARTMENT'S Project Manager.

If the procedural regulations referenced herein are revised or superseded before the services by the CONSULTANT are rendered, compliance with the most up-to-date version and/or amendments/statutes will be required.

C. Contract Administration

The CONSULTANT shall be responsible for Public Involvement Services in District One Design and Post Design Projects as described in this Scope of Services. These responsibilities shall be carried out through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required optimizing services and support in compliance with terms specified herein.

D. Consultant's Warranty

The CONSULTANT warrants to the DEPARTMENT that the services shall be performed in a competent manner.

VIII. DEPARTMENT RESPONSIBILITIES

A. Contract Administration

The DEPARTMENT shall provide a Project Manager who shall administer the terms of the Contract.

The DEPARTMENT'S designated Project Managers will be stated here once contract is executed.

The Department may replace Project Managers during the term of this agreement.

The "Project Manager" or his designee shall administer this contract to assure the CONSULTANT is complying with the work described in this Scope of Services.

The DEPARTMENT will be responsible for enforcing the terms of the Contract.

The DEPARTMENT will maintain close contact with CONSULTANT to ensure that major expenses are not incurred for materials, goods and services that can be provided by the DEPARTMENT.

The District One Project Manager will supply the necessary form letters, agreements, plans and any other documents that would be needed.

The DEPARTMENT shall issue a "Letter of Authorization" for services under this contract. Contracts to this agreement shall be defined as "Letters of Authorizations".

The DEPARTMENT shall issue a formal Notice to Proceed authorizing the CONSULTANT to begin work on a specific date.

The DEPARTMENT shall provide the CONSULTANT with written correspondence at random intervals indicating progress and/or deficiencies in performance.

B. Pre-Work Conference

The DEPARTMENT shall conduct a pre-work conference prior to the start of the work to discuss and review the proposed work and the CONSULTANT's plan of action for training their personnel and preparing and submitting work schedules.

C. Reviews

Throughout the term of the Contract, the DEPARTMENT may conduct reviews of the work performed by the CONSULTANT to verify that the project control and management procedures are assuring project performance with reasonable conformity with DEPARTMENT policies, specifications, and contract provisions. The CONSULTANT will assist the DEPARTMENT in these reviews.

When deficiencies are indicated in a review, the CONSULTANT will immediately implement remedial action to eliminate the deficiencies. Remedial actions may include further training of the CONSULTANT's personnel (in scope and/or frequency), subdivision of staff responsibilities, addition of staff, or replacement of personnel whose performance is considered inadequate.

IX. NON-COMPLIANCE

Failure by the CONSULTANT to comply with the Rules and Regulations stated in this Scope of Service and those that may later be added in shall result in the immediate suspension of work, CONSULTANT placement in non-compliance status and/or contract termination.

The parties recognize that timely performance by the CONSULTANT is of the essence. Should the CONSULTANT fail to perform the work specified in this Scope of Services and cause the DEPARTMENT to intervene, all costs incurred by the DEPARTMENT shall be charged to the CONSULTANT and shall result in the immediate suspension of work, CONSULTANT placement in noncompliance status and/or contract termination.

If the DEPARTMENT determines that the performance of the CONSULTANT is not satisfactory, the DEPARTMENT may terminate this contract as described in Section 6, of the State of Florida Department of Transportation Contractual Services Standard Agreement. Any necessary default action will be processed in accordance with the Department of Management Services Rule 60A-1.006(3).

In either event, intervention or default, all payment to the CONSULTANT shall stop during the time involved and the DEPARTMENT shall hold all payment due to the CONSULTANT until cost to the DEPARTMENT is satisfied. The DEPARTMENT reserves the right to deduct such costs from any payment due to the CONSULTANT.

If the CONSULTANT fails to comply with the CONSULTANT Responsibilities section of this Scope of Services and it is not immediately corrected, the DEPARTMENT shall construe that the CONSULTANT is in noncompliance and shall result in the immediate suspension of work, CONSULTANT placement in noncompliance status and/or contract termination.

X. AWARD OF THIS CONTRACT

The **DEPARTMENT** shall award this contract to the responsive, responsible **PROPOSER** with the highest combined score whose references check out and has not been debarred or suspended from any other contract.

The **DEPARTMENT** does not guarantee any maximum or minimum quantities for this contract.

The **DEPARTMENT** reserves the right to award this contract in whole or in part.

The **DEPARTMENT** reserves the right to award this contract to one (1) or more Proposers in the best interest of the State of Florida.

EXHIBIT "B"
DOT-RFP-20-1116BT
DISTRICT WIDE PUBLIC INVOLVEMENT SERVICES
METHOD OF COMPENSATION

1.0 PURPOSE:

This Exhibit defines the limits and method of compensation to be made to the Vendor for services set forth in Exhibit "A" and the method by which payments shall be made.

2.0 ASSIGNMENT OF WORK:

The Department shall request Vendor services on an as-needed basis. Services to be provided on each project will be initiated and completed as directed by the Project Manager. A "Letter of Authorization" will be issued for each project scheduled.

3.0 COMPENSATION:

The total of all authorizations shall not exceed a Budgetary Ceiling of \$ 5 million dollars.

The Department, based on need and availability of budget, may increase or decrease the Budgetary Ceiling by Amendment. Execution of this Agreement does not guarantee that the work will be authorized.

The contract Budgetary Ceiling shall be made up of:

\$ TBD from fiscal Year 2020

The Vendor shall not provide services that exceed the Fiscal Year amount(s) without an approved Amendment from the Department.

The Department agrees to compensate the CONSULTANT for services performed under this Agreement in the following manner. The Department and/or the Department's Project Manager (or his/her designee) and the CONSULTANT shall agree on the services to be performed for each work authorization, the work item and quantities required for the performance of the services, and the performance period and the compensation to be paid.

The CONSULTANT shall be paid in accordance with Exhibit "B", Method of Compensation for providing the Public Involvement Services described in this Scope of Services (Exhibit A) and defined in Exhibit "C", Contract Price Proposal.

The contract billing rates shall include the costs of salaries, overhead, fringe benefits and operating margin.

The DEPARTMENT agrees to pay the CONSULTANT monthly based on the units of work accepted and described in Exhibit "C", Contract Price Proposal which are hereby attached and made part of this contract. Payment shall be made upon receipt and approval of an invoice detailing the services performed. The "Project Manager" or his designee shall render approval or disapproval of services within five (5) working days of receipt of an invoice.

Bills for fees or other compensation for services and expenses shall be submitted to the Department's Project Manager (or his/her designee) in detail sufficient for a proper pre-audit and post-audit thereof.

Payment for services provided under this contract shall be in accordance with Exhibit "B", Method of Compensation. Upon completion, the work may be subject to an inspection by the DEPARTMENT. Work that is determined to be unacceptable shall be re-performed by the CONSULTANT at no additional cost to the DEPARTMENT.

4.0 ESTABLISHMENT OF LETTER OF AUTHORIZATION AMOUNT:

For each "Letter of Authorization" (LOA) the Vendor, following the Scope of Services as set forth in Exhibit "A", shall prepare an estimate of work and price based on the rates established in Exhibit "C", and allowable expenses. **Once an acceptable Maximum Amount has been agreed upon by the Vendor and the Department's Project Manager, a "Letter of Authorization" shall be issued by the Project Manager.** All work authorizations shall be completed within the term of this Agreement.

5.0 PROGRESS PAYMENTS:

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. For the satisfactory **performance** of the services detailed in each "Letter of Authorization", the Vendor shall be paid up to the Maximum Amount of each Authorization. Payment shall be made at the contract hourly billing rates in Exhibit "C", for services provided, as approved by the Department. The contract hourly billing rates shall include the costs of salaries, overhead, fringe benefits and operating margin. Payment for expenses shall be made on the basis of actual allowable cost incurred as authorized and approved by the Department.

Invoices shall be submitted to: Florida Department of Transportation
10041 Daniels Parkway
Fort Myers, Florida 33913

If DBE utilization was certified, DBE payments are to be input each month at the following link: <https://www3.dot.state.fl.us/EqualOpportunityOffice/bizweb/>

New users reporting DBE payments will need to contact the FDOT Service Desk at FDOT.ServiceDesk@dot.state.fl.us to get a BizWeb user ID and password to access the application.

6.0 DETAILS OF UNIT RATES:

Details of Unit Rates for the performance of the Vendor's services set forth in Exhibit "A" are contained in Exhibit "C", attached hereto and made a part hereof.

7.0 TANGIBLE PERSONAL PROPERTY:

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
STANDARD WRITTEN AGREEMENT

Agreement No. _____
Financial Project I.D. _____
F.E.I.D. No.: _____
Appropriation Bill Number(s)/Line Item Number(s) for 1st year of
contract, pursuant to s. 216.313, F.S.: _____
(required for contracts in excess of \$5 million)
Procurement No.: _____
DMS Catalog Class No.: _____

BY THIS AGREEMENT, made and entered into on _____ by and between the
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, hereinafter called the "Department" and _____, of _____
duly authorized to conduct business in the State of Florida, hereinafter called "Vendor," hereby agree as follows:

1. SERVICES AND PERFORMANCE

- A. In connection with _____, the Department does hereby retain the Vendor to furnish certain services, information, and items as described in Exhibit "A," attached hereto and made a part hereof.
- B. Before making any additions or deletions to the work described in this Agreement, and before undertaking any changes or revisions to such work, the parties shall negotiate any necessary cost changes and shall enter into an Amendment covering such work and compensation. Reference herein to this Agreement shall include any amendment(s).
- C. All tracings, plans, specifications, maps, computer files, and reports prepared or obtained under this Agreement, as well as all data collected together with summaries and charts derived therefrom, shall be the exclusive property of the Department without restriction or limitation on their use and shall be made available upon request, to the Department at any time during the performance of such services and/or upon completion or termination of this Agreement. Upon delivery to the Department of said document(s), the Department shall become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Vendor shall not copyright any material and products or patent any invention developed under this Agreement. The Department shall have the right to visit the site for inspection of the work and the products of the Vendor at any time.
- D. All final plans, documents, reports, studies, and other data prepared by the Vendor shall bear the professional's seal/signature, in accordance with the applicable Florida Statutes, Administrative Rules promulgated by the Department of Business and Professional Regulation, and guidelines published by the Department, in effect at the time of execution of this Agreement. In the event that changes in the statutes or rules create a conflict with the requirements of published guidelines, requirements of the statutes and rules shall take precedence.
- E. The Vendor agrees to provide project schedule progress reports in a format acceptable to the Department and at intervals established by the Department. The Department shall be entitled at all times to be advised, at its request, as to the status of work being done by the Vendor and of the details thereof. Coordination shall be maintained by the Vendor with representatives of the Department, or of other agencies interested in the project on behalf of the Department. Either party to this Agreement may request and be granted a conference.
- F. All services shall be performed by the Vendor to the satisfaction of the Director who shall decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution and fulfillment of the services hereunder and the character, quality, amount of value thereof; and the decision upon all claims, questions, and disputes shall be final and binding upon the parties hereto. Adjustments of compensation and contract time because of any major changes in the work that may become necessary or desirable as the work progresses shall be subject to mutual agreement of the parties, and amendment(s) shall be entered into by the parties in accordance herewith.

Reference herein to the Director shall mean the

2. TERM

A Initial Term. This Agreement shall begin on date of execution and shall remain in full force and effect through completion of all services required or _____, whichever occurs first. Subsequent to the execution of this Agreement by both parties, the services to be rendered by the Vendor shall commence and be completed in accordance with the option selected below. (Select box and indicate date(s) as appropriate):

Services shall commence _____ and shall be completed by _____ or date of termination, whichever occurs first.

Services shall commence upon written notice from the Department's Contract Manager and shall be completed by _____ or date of termination, whichever occurs first.

Other: See Exhibit "A"

B RENEWALS (Select appropriate box):

This Agreement may not be renewed.

This Agreement may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever is longer. Renewals are contingent upon satisfactory performance evaluations by the Department and subject to the availability of funds. Costs for renewal may not be charged. Any renewal or extension must be in writing and is subject to the same terms and conditions set forth in this Agreement and any written amendments signed by the parties.

C EXTENSIONS. In the event that circumstances arise which make performance by the Vendor impracticable or impossible within the time allowed or which prevent a new contract from being executed, the Department, in its discretion, may grant an extension of this Agreement. Extension of this Agreement must be in writing for a period not to exceed six (6) months and is subject to the same terms and conditions set forth in this Agreement and any written amendments signed by the parties; provided the Department may, in its discretion, grant a proportional increase in the total dollar amount based on the method and rate established herein. There may be only one extension of this Agreement unless the failure to meet the criteria set forth in this Agreement for completion of this Agreement is due to events beyond the control of the Vendor.

It shall be the responsibility of the Vendor to ensure at all times that sufficient time remains in the Project Schedule within which to complete services on the project. In the event there have been delays which would affect the project completion date, the Vendor shall submit a written request to the Department which identifies the reason(s) for the delay and the amount of time related to each reason. The Department shall review the request and make a determination as to granting all or part of the requested extension.

3. COMPENSATION AND PAYMENT

A Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the Vendor is unsatisfactory, the Department shall notify the Vendor of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Vendor shall, within five days after notice from the Department, provide the Department with a corrective action plan describing how the Vendor will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Vendor shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the vendor resolves the deficiency. If the deficiency is subsequently resolved, the Vendor will bill the Department for the retained amount during the next billing period. If the Vendor is unable to resolve the deficiency, the funds retained will be forfeited at the end of the agreement period.

- B. If this Agreement involves units of deliverables, then such units must be received and accepted in writing by the Contract Manager prior to payments.
- C. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.
- D. The bills for any travel expenses, when authorized by terms of this Agreement and by the Department's Project Manager, shall be submitted in accordance with Section 112.061, Florida Statutes. In addition, if compensation for travel is authorized under this Agreement and by the Department's Project Manager, then the Department shall not compensate the Vendor for lodging/hotel expenses in excess of \$150.00 per day (excluding taxes and fees). The Vendor may expend their own funds to the extent the lodging/hotel expense exceeds \$150.00 per day. The Department, in its sole discretion and pursuant to its internal policies and procedures, may approve compensation to the Vendor for lodging/hotel expenses in excess of \$150.00 per day.
- E. Vendors providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has five (5) working days to inspect and approve the goods and services, unless otherwise specified herein. The Department has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.
- F. If a payment is not available within forty (40) days, a separate interest penalty as established pursuant to Section 215.422, Florida Statutes, shall be due and payable, in addition to the invoice amount, to the Vendor. Interest penalties of less than one (1) dollar shall not be enforced unless the Vendor requests payment. Invoices which have to be returned to a Vendor because of Vendor preparation errors shall result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.
- G. The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to Section 287.057(22), Florida Statutes, ~~all payments shall be assessed a transaction fee of one percent (1%), which the Vendor shall pay to the State. For payments within the State accounting system (FLAIR or its successor), the transaction fee shall, when possible, be automatically deducted from payments to the Vendor. If automatic deduction is not possible, the Vendor shall pay the transaction fee pursuant to Rule 60A-1.031 (2), Florida Administrative Code. By submission of these reports and corresponding payments, Vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee. The Vendor shall receive a credit for any transaction fee paid by the Vendor for the purchase of any item(s) if such item(s) are returned to the Vendor through no fault, act, or omission of the Vendor. Notwithstanding the foregoing, a transaction fee is non-refundable when an item is rejected or returned, or declined, due to the Vendor's failure to perform or comply with specifications or requirements of the Agreement. Failure to comply with these requirements shall constitute grounds for declaring the Vendor in default and recovering procurement costs from the Vendor in addition to all outstanding fees.~~ VENDORS DELINQUENT IN PAYING TRANSACTION FEES MAY BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.
- H. A vendor ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.
- I. Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for three (3) years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred shall include the Vendor's general accounting records and the project records, together with supporting documents and records of the Vendor and all subcontractors performing work on the project, and all other records of the Vendor and subcontractors considered necessary by the Department for a proper audit of project costs.
- J. The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this

subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature.

4. INDEMNITY AND PAYMENT FOR CLAIMS

- A. **INDEMNITY:** To the extent permitted by Florida Law, the Vendor shall indemnify and hold harmless the Department, its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the Vendor and persons employed or utilized by the Vendor in the performance of this Agreement.

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

PAYMENT FOR CLAIMS: The Vendor guaranties the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Vendor or any subcontractor, in connection with the Agreement. The Department's final acceptance and payment does not release the Vendor's bond until all such claims are paid or released.

- B. **LIABILITY INSURANCE.** (Select and complete as appropriate):

- No general liability insurance is required.
- The Vendor shall carry and keep in force during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with a combined bodily injury limits of at least \$_____ per person and \$_____ each occurrence, and property damage insurance of at least \$_____ each occurrence, for the services to be rendered in accordance with this Agreement
- The Vendor shall have and maintain during the term of this Agreement, a professional liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675 and Section 337.106, Florida Statutes, with a company or companies authorized to do business in the State of Florida, affording liability coverage for the professional services to be rendered in accordance with this Agreement in the amount of \$_____.

- C. **WORKERS' COMPENSATION.** The Vendor shall also carry and keep in force Workers' Compensation insurance as required for the State of Florida under the Workers' Compensation Law.

- D. **PERFORMANCE AND PAYMENT BOND.** (Select as appropriate):

- No Bond is required.
- Prior to commencement of any services pursuant to this Agreement and at all times during the term hereof, including renewals and extensions, the Vendor will supply to the Department and keep in force a bond provided by a surety authorized to do business in the State of Florida, payable to the Department and conditioned for the prompt, faithful, and efficient performance of this Agreement according to the terms and conditions hereof and within the time periods specified herein, and for the prompt payment of all persons furnishing labor, materials, equipment, and supplies therefor.

- E. **CERTIFICATION.**

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall

provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. Policies that include Self Insured Retention (SIR) will not be accepted. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

5. COMPLIANCE WITH LAWS

A The Vendor shall comply with Chapter 119, Florida Statutes. Specifically, the Vendor shall:

- (1) Keep and maintain public records required by the Department to perform the service.
- (2) Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Vendor does not transfer the records to the Department.
- (4) Upon completion of the Agreement, transfer, at no cost, to the Department, all public records in possession of the Vendor or keep and maintain public records required by the Department to perform the service. If the Vendor transfers all public records to the Department upon completion of the Agreement, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Agreement, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

Failure by the Vendor to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Select District and hit TAB key

- B The Vendor agrees that it shall make no statements, press releases or publicity releases concerning this Agreement or its subject matter or otherwise discuss or permit to be disclosed or discussed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars thereof, during the period of the Agreement, without first notifying the Department's Contract Manager and securing prior written consent. The Vendor also agrees that it shall not publish, copyright, or patent any of the data developed under this Agreement, it being understood that such data or information are works made for hire and the property of the Department.
- C The Vendor shall comply with all federal, state, and local laws and ordinances applicable to the work or payment for work thereof, and will not discriminate on the grounds of race, color, religion, sex, national origin, age, or disability in the performance of work under this Agreement.

- D. If the Vendor is licensed by the Department of Business and Professional Regulation to perform the services herein contracted, then Section 337.162, Florida Statutes, applies as follows:
- (1) If the Department has knowledge or reason to believe that any person has violated the provisions of state professional licensing laws or rules, it shall submit a complaint regarding the violations to the Department of Business and Professional Regulation. The complaint shall be confidential.
 - (2) Any person who is employed by the Department and who is licensed by the Department of Business and Professional Regulation and who, through the course of the person's employment, has knowledge to believe that any person has violated the provisions of state professional licensing laws or rules shall submit a complaint regarding the violations to the Department of Business and Professional Regulation. Failure to submit a complaint about the violations may be grounds for disciplinary action pursuant to Chapter 455, Florida Statutes, and the state licensing law applicable to that licensee. The complaint shall be confidential.
 - (3) Any complaints submitted to the Department of Business and Professional Regulation are confidential and exempt from Section 119.07(1), Florida Statutes, pursuant to Chapter 455, Florida Statutes, and applicable state law.
- E. The Vendor covenants and agrees that it and its employees and agents shall be bound by the standards of conduct provided in applicable law and applicable rules of the Board of Business and Professional Regulation as they relate to work performed under this Agreement. The Vendor further covenants and agrees that when a former state employee is employed by the Vendor, the Vendor shall require that strict adherence by the former state employee to Sections 112.313 and 112.3185, Florida Statutes, is a condition of employment for said former state employee. These statutes will by reference be made a part of this Agreement as though set forth in full. The Vendor agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this Agreement.
- F. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.
- G. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity.
- H. The Department shall consider the employment by any vendor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this agreement.
- I. The Vendor agrees to comply with the Title VI Nondiscrimination Contract Provisions, Appendices A and E, available at <http://www.dot.state.fl.us/procurement/index.shtm>, incorporated herein by reference and made a part of this Agreement.
- J. Pursuant to Section 216.347, Florida Statutes, the vendor may not expend any State funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency.
- K. Any intellectual property developed as a result of this Agreement will belong to and be the sole property of the State. This provision will survive the termination or expiration of the Agreement.

- L The Vendor agrees to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.

6. TERMINATION AND DEFAULT

- A This Agreement may be canceled by the Department in whole or in part at any time the interest of the Department requires such termination. The Department reserves the right to terminate or cancel this Agreement in the event an assignment be made for the benefit of creditors.
- B If the Department determines that the performance of the Vendor is not satisfactory, the Department shall have the option of (a) immediately terminating the Agreement, or (b) notifying the Vendor of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time, or (c) taking whatever action is deemed appropriate by the Department.
- C If the Department requires termination of the Agreement for reasons other than unsatisfactory performance of the Vendor, the Department shall notify the Vendor of such termination, with instructions as to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- D If the Agreement is terminated before performance is completed, the Vendor shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the agreement price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress shall become the property of the Department and shall be turned over promptly by the Vendor.
- E A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor 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 companies from entering into a contract for goods or services of \$1 million 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. If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

7. ASSIGNMENT AND SUBCONTRACTS

- A The Vendor shall maintain an adequate and competent staff so as to enable the Vendor to timely perform under this Agreement and may associate with it such subcontractors, for the purpose of its services hereunder, without additional cost to the Department, other than those costs within the limits and terms of this Agreement. The Vendor is fully responsible for satisfactory completion of all subcontracted work. The Vendor, however, shall not sublet, assign, or transfer any work under this Agreement to other than subcontractors specified in the proposal, bid, and/or Agreement without the written consent of the Department.
- B Select the appropriate box:
 - The following provision is not applicable to this Agreement:
 - The following provision is hereby incorporated in and made a part of this Agreement:
 - It is expressly understood and agreed that any articles that are the subject of, or required to carry out this Agreement shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in Section 413.036(1) and (2), Florida Statutes; and for purposes of this Agreement the person, firm, or other business entity (Vendor) carrying out the provisions of this Agreement shall be deemed to be substituted for the state agency (Department) insofar as dealings with such qualified nonprofit agency are concerned. RESPECT of Florida

provides governmental agencies within the State of Florida with quality products and services produced by persons with disabilities. Available pricing, products, and delivery schedules may be obtained by contacting:

RESPECT
2475 Apalachee Pkwy
Tallahassee, Florida 32301-4946
Phone: (850)487-1471

- The following provision is hereby incorporated in and made a part of this Agreement:
It is expressly understood and agreed that any articles which are the subject of, or required to carry out this Agreement shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the procedures set forth in Sections 946.515(2) and (4), Florida Statutes; and for purposes of this Agreement the person, firm, or other business entity (Vendor) carrying out the provisions of this Agreement shall be deemed to be substituted for this agency (Department) insofar as dealings with such corporation are concerned. The "corporation identified" is Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE). Available pricing, products, and delivery schedules may be obtained by contacting:

PRIDE Enterprises
12425 - 28th Street, North
St. Petersburg, FL 33716-1826 (800)643-8459

- This Agreement involves the expenditure of federal funds and Section 946.515, Florida Statutes, as noted above, does not apply. However, Appendix I is applicable to all parties and is hereof made a part of this Agreement.

8. MISCELLANEOUS

- SAMPLE**
- A. The Vendor and its employees, agents, representatives, or subcontractors are not employees of the Department and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, Vendor and its employees, agents, representatives, or subcontractors are not agents of the Department or the State for any purpose or authority such as to bind or represent the interests thereof, and shall not represent that it is an agent or that it is acting on the behalf of the Department or the State. The Department shall not be bound by any unauthorized acts or conduct of the Vendor or its employees, agents, representatives, or subcontractors. Vendor agrees to include this provision in all its subcontracts under this Agreement.
- B. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.
- C. This Agreement embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto. The State of Florida terms and conditions, whether general or specific, shall take precedence over and supersede any inconsistent or conflicting provision in any attached terms and conditions of the Vendor.
- D. It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.
- E. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- F. In any legal action related to this Agreement, instituted by either party, the Vendor hereby waives any and all privileges and rights it may have under Chapter 47 and Section 337.19, Florida Statutes,

relating to venue, as it now exists or may hereafter be amended, and any and all such privileges and rights it may have under any other statute, rule, or case law, including, but not limited to those grounded on convenience. Any such legal action may be brought in the appropriate Court in the county chosen by the Department and in the event that any such legal action is filed by the Vendor, the Vendor hereby consents to the transfer of venue to the county chosen by the Department upon the Department filing a motion requesting the same.

- G. If this Agreement involves the purchase or maintenance of information technology as defined in Section 282.0041, Florida Statutes, the selected provisions of the attached Appendix II are made a part of this Agreement.
- H. If this Agreement is the result of a formal solicitation (Invitation to Bid, Request for Proposal or Invitation to Negotiate), the Department of Management Services Forms PUR1000 and PUR1001, included in the solicitation, are incorporated herein by reference and made a part of this Agreement.
- I. The Department may grant the Vendor's employees or subconsultants access to the Department's secure networks as part of the project. In the event such employees' or subconsultants' participation in the project is terminated or will be terminated, the Vendor shall notify the Department's project manager no later than the employees' or subconsultants' separation date from participation in the project or immediately upon the Vendor acquiring knowledge of such termination of employees' or subconsultants' participation in the project, whichever occurs later.
- J. Vendor/Contractor:
1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
 2. shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- K. Time is of the essence as to each and every obligation under this Agreement.
- L. The following attachments are incorporated and made a part of this agreement:
- M. Other Provisions:

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth above.

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

Name of Vendor

BY: _____
Authorized Signature

(Print/Type)

Title: _____

BY: _____
Authorized Signature

(Print/Type)

Title: _____

FOR DEPARTMENT USE ONLY

APPROVED:

LEGAL REVIEW

SAMPLE

RFP CHECKLIST(DOES NOT NEED TO BE RETURNED WITH YOUR PROPOSAL)

This Checklist is provided as a guideline, only, to assist Proposers in the preparation of their RFP response. Included are some important matters that the proposer should check. This checklist is just a guideline, and is not intended to include all matters required by the RFP. Proposers are responsible to read and comply with the RFP in its entirety.

Check off each the following:

- ___ 1. The Price Proposal has been completed, as specified, and enclosed in the RFP response.
- ___ 2. The Federal Employers Identification Number or Social Security Number has been entered in the space provided.
- ___ 3. The “Drug-Free Workplace Program Certification” form has been read, signed, and enclosed in the RFP response, if applicable.
- ___ 4. “Scrutinized Companies Lists” certification form has been read, signed, and enclosed in the RFP price proposal.
- ___ 5. The “Bid Opportunity List” and the “DBE Participation Statement” form has been read, completed, and enclosed in the RFP response, if applicable.
- ___ 6. The Scope of Services, Exhibit “A”, has been thoroughly reviewed for compliance to the RFP requirements.
- ___ 7. The Technical Proposal (one (1) original and the specified number of copies) has been completed, as specified, and enclosed in the RFP response.
- ___ 8. A letter from a surety company to document your ability to obtain the required Performance Bond, as per Section 12 of the Special Condition, is included in the Technical Proposal (if applicable).
- ___ 9. The www.myflorida.com website has been checked and any Addendums posted have been completed, signed, and included in the RFP response.
- ___ 10. The RFP response must be received, at the location specified, **on or before** the Opening Date and Time designated in the RFP.
- ___ 11. On the Lower Left Hand Corner of the Envelope transmitting your RFP response, write in the following information:

RFP No.: DOT-RFP-20-1116BT

Title: **DISTRICT WIDE PUBLIC INVOLVEMENT SERVICES**

Opening Date & Time: See “TIMELINE” in INTRODUCTION SECTION