



North Florida Water Utilities Authority
PO Box 1266
Lake City, FL 32055

**NORTH FLORIDA WATER UTILITIES AUTHORITY
REQUEST OF QUALIFICATIONS**

Request for Qualifications No. 2026-01
Qualifications Title: Professional Engineering Services

Information for Respondents

The North Florida Water Utilities Authority (“NFWUA” or “Authority”) requests Statements of Qualifications (SOQs) from qualified engineering firms to provide professional engineering services including, but not limited to: design of water and wastewater treatment plants, distribution and collection systems, technical compliance assistance, feasibility studies, grant application support, design concepts, project and grant management, and financial management of grant-funded projects.

NFWUA is an independent special district and interlocal government agency established to oversee and manage the water and wastewater services to the residents and businesses of Columbia and Suwannee Counties. NFWUA is responsible for planning, constructing, operating and maintaining water and wastewater infrastructure to serve the needs of its service area. The Authority anticipates on-call and project-specific needs for engineering services throughout a 3-5 year contract term. Selected firm(s) will be required to perform services in compliance with applicable Florida law and regulations.

The Authority’s intended schedule for the solicitation is as follows:

Event	Date	Time	Location
Release of RFQ	11/26/25		<ul style="list-style-type: none">• Suwannee County Procurement Portal: suwanneecountyfl.bonfirehub.com• Columbia County Procurement Portal https://www.columbiacountyfla.com/PurchasingBids.asp
Deadline for Questions	12/19/25	5:00 pm	
Deadline for Submissions	1/5/26/25	10:00 am	Suwannee County, Clerk of Court Cashier’s Window, 200 S Ohio Ave, Live Oak, FL 32064
RFQ Unsealing	1/5/26	10:05 am	Suwannee County Administration Conference Room, 224 Pine Ave SW, Live Oak, FL 32064

Responders must submit, in writing, one original and three copies (4 sets of documents in total); and label on the outside of the envelope as **“SEALED RFQ NO. 2026-01 PROFESSIONAL ENGINEERING SERVICES for NFWUA”**

RFQ documents available for download from the Suwannee County Board of County Commissioner’s Procurement Portal, suwanneecountyfl.bonfirehub.com, or from Columbia County’s columbiacountyfla.com/PurchasingBids.asp. Any questions concerning specifications and/or RFQ documents

should be asked in the public questions and answers section for the specific solicitation in writing before the question deadline listed in the table above. Any, and all, such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be posted on the Suwannee County procurement portal, suwanneecountyfl.bonfirehub.com and on Columbia County's columbiacountyfla.com/PurchasingBids.asp. All addenda so issued shall become part of the RFQ documents. Questions received after the question deadline or asked outside of the proper Q&A section will not be answered.

Respondents will be responsible for delivery of their responses to the address listed in the table above before the due date/time. Any responses received after the due date/time will remain at the Suwannee County Clerk of Court's office, sealed, and will not be considered.

NFWUA does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status. NFWUA may not request documentation of a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor, and may not give preference to a vendor based on the vendor's social, political, or ideological interests.

This solicitation does not commit the Authority to award a contract, to pay any costs incurred in the preparation of a response or to procure, or contract for services. NFWUA reserves the right to reject any and all responses received, to negotiate with all qualified responders, to cancel this solicitation in part or in its entirety or re-advertise if it is in the best interest of the Authority to do so. The County may award more than one contract for projects outlined in the scope of services. Submitting an incomplete response or a response without proper required forms can result in disqualification. The Authority reserves the right to conduct interviews as part of its evaluation process.

Selection Process: Procurement of these professional services shall comply with 24 C.F.R. 85.36, Chapter 287.055 Florida Statutes, the Florida's Consultants' Competitive Negotiation Act (CCNA). A Selection and Negotiations Committee will use essential criteria when evaluating and ranking qualified respondents.

Criteria: The Scoring Committee will utilize objective criteria when evaluating and ranking qualified respondents. These criteria are outlined below:

- | | |
|--|---------------|
| ▪ Related experience of the firm and key staff with similar projects | Max 35 points |
| ▪ References, credentials and/or recommendations from past clients | Max 20 points |
| ▪ Firm's approach to the projects and timeline of delivery of services | Max 30 points |
| ▪ Project team's availability commitment for the project duration | Max 15 points |

Note: Responses without required forms may not be scored

Rocky Ford, Chairman
North Florida Water Utilities Authority

Scope of Work (Examples)

Services may include, but are not limited to:

Alternate Project Delivery Support	Mechanical
Asset Management	Permitting & Regulatory Compliance (local/state/federal)
Water Supply Planning	Plant Process
Operational Consulting	Project Management
Building Mechanical (HVAC/MEP)	Public Relations
Bid Assistance / Evaluation	Rates and Charges Evaluation
Biosolids Management	Collection and Transmission Systems Evaluation
Civil/Site	Reclaimed Storage/ Distribution
Community/Public Outreach	Resident Project Representative
Condition Assessments	Specialty Inspections
Construction Cost Estimating	Staff Support Services
Construction Engineering & Inspection (CEI)	Stormwater
Construction Administration - Management/Owner's Representative	Structural
Drainage Design and Permit Modifications	Subsurface Utility Engineering
Electrical	Surveying
Environmental	Technical Support Services
Feasibility Evaluations	Utility Standard Specifications and Details Review and Updates
GIS Services	Value Engineering
Geotechnical	Wastewater Collection and Transmission
Hydraulic Analysis & Modeling	Wastewater Treatment
Hydrogeological	Water Distribution and Transmission
Instrumentation and Controls (PLC / SCADA)	Water Treatment
Lift Station Design & Rehab.	Wellfield Design & Management
Mapping	Other Services Related to NFWUA's Business

Instructions to Responders

To be considered responsive, all submittals must be made in accordance with these instructions.

Submittals shall include one original and three copies (4 total sets of documents) of the following information and shall be organized in the following order.

(DO NOT submit binders or glue bound/spined responses)

Title Page: Include name of firm, address, phone number, contact person.

- A. Table of Contents
- B. Letter of Transmittal: Limit to one page.
- C. Describe the firm/team and experience with projects of similar size and scope. Include the respective roles and responsibilities of each team member. Limit to ten (10) pages.
- D. Provide the team's availability commitment for the project duration. It is expected that the work will commence within 14 calendar days from the date the contract is awarded following negotiations. No more than six (6) pages.
- E. References: Include the name, address, telephone number, and e-mail address for contact persons at three (3) public entities that represent the type of work requested for the scopes under this RFQ, to which the Respondent has provided these services within the last 5 years. Identify for each similar project a list of the proposed team members who worked on the project(s). Limit to six (6) pages.
- F. Provide a statement that the firm is licensed and qualified to perform the requested services in the State of Florida. Include copies of applicable licenses, registrations, and certifications of the firm and pertinent personnel who will participate in the project.
 - a. If applicable, provide Minority and Women Business Enterprise (MWBE) Certification
- G. Any supplemental information that might enhance the County's understanding of the firm and its experience/qualifications. Limit to one (1) page.
- H. Required Forms:
 - 1. Sworn Entity
 - 2. Conflict of Interest
 - 3. Drug Free Workplace Certification
 - 4. Information Sheet for Transaction and Conveyances Corporate Identification
 - 5. Certification Regarding Lobbying
 - 6. E-Verify
 - 7. Anti-Collision Statement Signature
 - 8. Debarment
 - 9. Failure to Perform Questionnaire
 - 10. Human Trafficking Affidavit
 - 11. Addendums (if applicable)

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted to _____
[print name of public entity]

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

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

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

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

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

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

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

(Type of Identification) My commission expires _____

(Printed typed or stamped Commissioned name of Notary Public)

DRUG FREE WORKPLACE CERTIFICATION
North Florida Water Utility Authority

The undersigned in accordance with Section 287.087, Florida Statutes hereby certifies that the Firm/Individual does the following:

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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
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 this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or no contest 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 work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Firm/Individual

Title

Authorized Signature

Date

INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION
North Florida Water Utility Authority

The following information will be provided to Suwannee County for incorporation in legal documents. It is; therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state of federal government.

(Please Circle One)

Is this a Florida Corporation: Yes or No

If not a Florida Corporation,

In what state was it created: _____

Name as spelled in that State: _____

What kind of corporation is it:	<u>"For Profit"</u>	or	<u>"Not for Profit"</u>
Is it in good standing:	<u>Yes</u>	or	<u>No</u>
Authorized to transact business in Florida:	<u>Yes</u>	or	<u>No</u>

State of Florida Department of State Certificate of Authority Document #: _____

Does it use a registered fictitious name: Yes or No

Name of Officers:

President: _____

Secretary: _____

Vice President: _____

Treasurer: _____

Director: _____

Other: _____

Name of Corporation (As used in Florida):

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

Corporate Address:

Post Office Box: _____ City, State, Zip: _____

Street Address: _____ City, State, Zip: _____

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

Federal Identification Number:

(For all instruments to be recorded, taxpayer's identification is needed)

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

(Spelled exactly as it would appear on the instrument)

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

44 C.F.R. APPENDIX A, PART 18
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements. The undersigned certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

**E-Verify
North Florida Water Utility Authority**

Company/Entity:

Authorized Signature:

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Suwannee County.

HUMAN TRAFFICKING AFFIDAVIT
North Florida Water Utility Authority

Affiant swears under pain and penalty of perjury that the bidding company or entity does not use coercion for labor or services as defined by Florida Statute § 787.06 which is hereby incorporated by reference.

(Company or Entity Name)

Affiant who is an Officer/Authorized Representative of Company or Entity:

(Signature)

(Date)

(Printed Name)

STATE OF _____)

COUNTY OF _____)

Sworn to and subscribed before me this _____ day of _____, 202__ by _____, by means of physical presence and _____ who is personally known to me or _____ has produced _____ as identification.

(NOTARY STAMP)

Notary Public

ANTI-COLLUSION STATEMENT
North Florida Water Utility Authority

I hereby attest that I am the person responsible within my company for the final decision as to the price(s) and amount of this solicitation or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my company.

I further attest that:

1. The price(s) and amount of this response have been arrived at independently, without consultation, communication, or agreement for the purpose or with the effect of restricting competition with any other company or person who is a responder or potential prime responder.
2. Neither the price(s) nor the amount of this response have been disclosed to any other company or person who is a responder or potential prime responder on this project, and will not be so disclosed prior to solicitation opening.
3. Neither the prices nor the amount of the response of any other company or person who is a responder or potential prime responder on this project have been disclosed to me or my company.
4. No attempt has been made to solicit, cause or induce any company or person who is a responder or potential prime responder to refrain from bidding on this project, or to submit a response higher than the response of this company, or any intentionally high or noncompetitive response or other form of complementary response.
5. No agreement has been promised or solicited for any other company or person who is a responder or potential prime responder on this project to submit an intentionally high, noncompetitive or other form of complementary response on this project.
6. The response from my company is made in good faith and not pursuant to any consultation, communication, agreement or discussion with, or inducement or solicitation by or from any company or person to submit any intentionally high, noncompetitive or other form of complementary solicitation.
7. My company has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any company or person, or offered, promised or paid cash or anything of value to any company or person, whether in connection with this or any other project, in consideration for an agreement or promise by any company or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary response or agreeing or promising to do so on this project.
8. My company has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any company or person and has not been promised or paid cash or anything of value by any company or person, whether in connection with this or any other project, in consideration for my company's submitting any intentionally high, noncompetitive or other form of complementary response, or agreeing or promising to do so, on this project.
9. I have made a diligent inquiry of all members, officers, employees, and agents of my company with responsibilities relating to the preparation, approval or submission of my company's response on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.
10. I understand and my company understands that any misstatement in this affidavit is and shall be treated as a fraudulent concealment from the Florida Department of Transportation, of the true facts relating to submission of responses for this contract.

ANTI-COLLUSION STATEMENT - SIGNATURE

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature

Company Name

Title

Address

Date

Phone Number

CONFLICT OF INTEREST DISCLOSURE FORM
North Florida Water Utility Authority

Please mark which of the following applies to you/your company:

_____ I hereby attest that no Suwannee County Board of County Commissioners employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their corporation/partnership/individual business.

_____ The following person(s) name(s) and position(s) with your business.

NAME(S)

POSITION(S)

_____	_____
_____	_____
_____	_____
_____	_____

_____ (Signature)

Title/Date: _____

Business Name: _____

DEBARMENT
North Florida Water Utility Authority

**Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion**

Contractor Covered Transactions

- (1) The prospective contractor, _____, of the Sub-Recipient certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Sub-Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

Contractor Name:

By:

Signature

Name and Title

Street Address

City, State, Zip

Date

EVIDENCE OF AUTHORITY TO DO BUSINESS IN THE STATE OF THE PROJECT

**Failure to Perform Questionnaire
North Florida Water Utility Authority**

Name of Company:

1. Has the company been involved in any litigation within the last (5) five years for failure to perform?

Yes No

If yes, explain:

2. Has a bond company of other insurance been utilized to complete a project for the company within the last (5) five years?

Yes No

If yes, explain: