

COLUMBIA COUNTY BOARD OF COMMISSIONERS
Request for Qualifications
SURVEYING AND MAPPING SERVICES
RFQ 2019-V

The Columbia County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing surveying and mapping services. Proposals will be accepted until 2:00 p.m. on January 2, 2020 in the office of the Board of County Commissioners located at 135 NE Hernando Ave. Room 203, Lake City, Florida 32055.

Specifications and bid forms may be downloaded at the County web site, <http://www.columbiacountyfla.com/PurchasingBids.asp>.

RFQ 2019-V SURVEYING AND MAPPING SERVICES

SUBMIT QUALIFICATIONS TO: Columbia County Board of County Commissioners 135 NE Hernando Avenue, Suite 203 P.O. Box 1529 Lake City, Florida 32055	REQUEST FOR QUALIFICATIONS 2019-V Continuing Service Contract for Surveying and Mapping Services
Contact: C. Ray Hill ray_hill@columbiacountyfla.com (386) 719-2028	Location of Pre-Qualification Conference: N/A
Pre-Qualification Date: N/A Pre-Qualification Time: N/A	Location of Public Opening: BCC Conference Room 135 NE Hernando Avenue, Suite 203 Lake City, Florida 32055
Qualification Due Date: January 2, 2020 Qualification Due Time: 2:00 PM	

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant's understanding of the proposed work requirements.

Section 1 – General Description of Services

In accordance with the Consultants Competitive Negotiation Act (CCNA), Columbia County is pre-qualifying firms to provide continuing services for **Surveying & Mapping Services**.

Columbia County is seeking professional services from a minimum of two (2) firms, one (1) primary and one (1) secondary firm, with qualified staff and/or sub-consultants capable of providing typical services for activities as outlined below. In order to achieve the best possible team for the various project requirements, it is the intent of the County to have more than one firm under contract in order to provide specialized services and expertise as required. Each firm shall compliment their abilities with sub-consultants as needed, depending on the specific project requirements.

Firms desiring to be considered for a contract to perform services described above must provide information and documentation for each of the following:

- The SURVEYOR shall provide expertise and technical skills, on an as needed basis, to assist the COUNTY'S staff in providing professional land surveying and mapping services to the COUNTY in any and all areas and programs as needed by the COUNTY. All services shall be provided in accordance with the requirements of Chapter 472, Florida Statutes, and the Rules of the Board of Professional Surveyors and Mappers.
- Work under the Agreement shall be assigned by Work Order based on the needs and requirements of the COUNTY and the SURVEYOR shall work with and receive guidance from COUNTY staff to develop the appropriate requirements, guidelines and criteria for each project. Additionally, along with the appropriate requirements, guidelines and criteria for each project, a precise scope of service for the particular project will be developed by the SURVEYOR and the COUNTY staff along with a proposed fee for the individualized scope of service for a particular Work Order. After development of all these matters, the appropriate COUNTY staff will issue a Work Order prior to the commencement of any work on a project.
- The SURVEYOR shall attend public hearings and meetings as appropriate and as directed by the COUNTY.
- The SURVEYOR shall assist in land acquisition activities as directed by the COUNTY.
- The SURVEYOR shall provide to the COUNTY the necessary services for providing professional land surveying and mapping tasks for various COUNTY projects.

These services will include, but not be limited to: survey location field work and data collection; file and deed research; survey plot in Auto CADD Civil 3D-2008 to be based on NAVD88 Datum; perform certified As-Built Record Drawings.

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- The SURVEYOR shall provide all certifications, surveys, calculations, drawings, sketches, plats, maps, descriptions and any other documents required for special permits and authorizations from various government bodies or agencies having jurisdiction over a project.
- The SURVEYOR shall serve as an expert witness for the COUNTY in any legal proceedings arising in connection with this contract, if the COUNTY so requests. The expert witness fee for SURVEYOR shall be negotiated at the time the SURVEYOR is called for such duty.
- The SURVEYOR shall provide all related coordination of certain additional services dependent on specific project needs of the COUNTY in include geotechnical and environmental services.
- The SURVEYOR shall provide surveying services which will consist of performing engineering and surveying work on specific projects and/or reviewing submittals made by others for compliance with COUNTY and State requirements.

REVIEW SERVICES:

- Review subdivision submittal documents including sketch plan, preliminary plat and construction drawings, and final plats for compliance with the COUNTY'S Land Development Code, other COUNTY ordinance and Florida Statues. Provide written comments to the Development Review Committee, Planning Board and Board of County Commissioners. Attend meetings to present comments and answer questions.
- Conduct Second Party Survey certification on work performed pursuant to subdivision approval.
- Review site plan submittal documents for compliance with the COUNTY'S Land Development Code and other COUNTY Ordinances. Provide written comments to the Development Review Committee, Planning Board and Board of County Commissioners. Attend meeting to present comments and answer questions. Work with the applicant as required by the Project manager. Review re-submittal documents.

Time is of the essence relating to all performance with regard to all matters arising under the Agreement.

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Section 2 – General Instructions to Bidders

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
 - A. The ability, capacity and skill of bidder to perform required service.
 - B. Whether the bidder can perform service promptly or within specified time.
 - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - D. The performance of previous contracts with Columbia County.
 - E. The suitability of equipment or material for county use.
 - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.
13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check

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will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.

14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

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23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.
24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.
32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or

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delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his designee of the excess due.

33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; otherwise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;
 - A. All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
 - B. All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.

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Section 3 – Instructions for the preparation of Qualifications

The Proposer(s) warrants its response to this Request for Qualifications to be fully disclosed and correct. The firm must submit a response complying with this RFQ, and the information, documents and material submitted in the RFQ must be complete and accurate in all material aspects. All RFQ's must contain direct responses to the following questions or requests for information and be organized so that specific questions being responded to are readily identifiable and in the same sequence as outlined below.

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFQ. Proposers are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Proposer. Failure to provide requested information may result in disqualification of response.

The RFQ must be submitted on 8 1/2" x 11" paper, numbered, typewritten, with headings, sections, and sub-sections identified appropriately.

Qualification Packages shall be designed to portray to the County how the Respondent's range of services can best achieve the anticipated Scope of Services. In order for the County to evaluate the Qualification Packages, each Respondent shall provide information relative to their ability to provide services that will best meet the needs of the County. The required submission materials shall include the following:

I. Letter of Interest

II. Firm's Qualifications

- Professional qualifications of firm
- Professional qualifications of specific individuals assigned to Columbia County
- List of project assignments performed in the last 5 years.
- List of present and projected workload.
- Regional map of firm's office location(s) within in the State of Florida.
- Regional map of sub-consultants or other professionals committed to supporting your firm in completing surveying and mapping work.

III. Firm's Client References

- List of at least three (3) client references to include organization name, contact person, telephone number (s), and e-mail address.

IV. Attachments: Please include the required documentation as follows:

Attachment A: Licenses/Certificates

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Section 4 – Evaluation of Qualifications

Qualification packages will be reviewed and evaluated by a Selection Committee and a short-list of qualified firms may be invited to make a formal presentation. The qualification packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

A. Compliance with RFQ Instructions (0 to 5 points)

The proposals will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification. This will be graded on a 0 – 5 scale.

B. Experience with Similar Projects (0 to 25 points)

The proposal will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for the County and other city, county, state or federal agencies will be considered. If the evaluator is unfamiliar with the firm under consideration, or if the firm has no experience working With Columbia County, the evaluator should give 13 points in this category. Thirteen is considered to be a neutral number. If the firm has experience in the County, and you have direct and firsthand knowledge of that experience, then rank more or less than 13 depending on whether their performance was less than average or better than average. This will be graded on a 0 – 25 scale.

C. Staff Qualifications and Firm Background (0 to 20 points)

The proposals will be evaluated on the basis of the consultant's demonstrated staff qualifications, which must include a Professional Surveying and Mapping licensed in the State of Florida. Also, the proposal will be evaluated on the basis of the consultant's background, including the number of years in business. This will be graded on a 0 – 20 scale.

D. Project Approach (0 to 20 points)

The proposal will be evaluated on the consultant's approach, capabilities, and methods in performing their project services. This will be graded on a 0 – 20 scale.

E. Quality Control (0 to 10 points)

The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner. This will be graded on a 0 – 10 scale.

F. Schedule and Availability (0 to 10 points)

The projected resource availability will be evaluated in the choice of the consultants, although Columbia County understands that the actual beginning and completion dates of projects are subject to the notice to proceed. A firm's close proximity to Columbia County would be important to availability. This will be graded on a 0 – 10 scale.

G. Location of Office (0 to 10 points)

Location of the office (within Columbia County 10 Points; within 50 miles of Columbia County – 5 Points; within 100 miles – 3 points. This will be graded on a 0 – 10 scale.

H. References (0 to 5 points)

To avoid duplication, the Director, or his designee, will contact and rank references. This will be graded on a 0 – 5 scale.

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Information supplied by client references may be used in determining the relative merits of a Respondent under any and all of the above-listed criteria. Based on the preliminary scoring of the written proposals, the Evaluation committee will shortlist the top 3 to 10 firms and may invite those firms to make a presentation. The number of firms shortlisted will be at the discretion of the Evaluation committee.

Evaluation Committee members will individually score each responsive and responsible RFQ using the criteria above. Total score for each Response will be tabulated for each Evaluation Committee member. Using those scores, each Response will be ranked. The highest overall score will receive a ranking of one (1), the second highest score will receive a ranking of two (2) and so forth. The ranking of each Response by the Committee members will be totaled and the Response with the lowest total ranking score will be the top ranked Response, the Response with the second lowest score will be ranked second, and so forth. Firms shortlisted and if requested to make a presentation to the Evaluation committee will be contacted and a mutually convenient time will be arranged. Following the presentations, the Evaluation committee will rank the shortlisted firms based on the criteria listed above, considering both the written proposal and presentation.

SELECTION PROCEDURES & CONTRACT NEGOTIATIONS

The criteria for selection shall be based on the criteria listed above, including the firm's qualifications, location, past performance, and reference check. The County reserves the right, before awarding the contract, to require a Respondent to submit such evidence of its qualifications, as the County may deem necessary. The County shall be the sole judge of the competency of Respondents.

All Respondents shall be notified via electronic or other means of staff's recommended ranking of firms to the Board of County Commissioners. The recommended firms will be submitted to the Board of County Commissioners along with information on the entire procurement process.

The successful Respondent shall be required to execute an agreement which provides, among other things, that all plans, drawings, reports, and specifications that result from Respondent's services shall become the property of the County. Upon the successful negotiation of an agreement, a formal contract will be prepared and submitted to the Board of County Commissioners for approval, and subsequent executed by both parties.

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NEGOTIATION AND FEE SCHEDULE:

A "Fee Schedule" will be negotiated and agreed upon at the time of execution of each agreement and will be part of each contract. All payments, fees, reimbursements, and costs will be based on the fee schedule established for the successful Proposer(s). The Fee Schedule will designate the hourly rate/unit rates for each staff member with their name and/or position title specified.

CONFIDENTIAL MATERIALS: Any materials that qualify as "trade secrets" shall be segregated, clearly labeled and accompanied by an executed Non-Disclosure Agreement for Confidential Materials shall be submitted in this section.

CONSULTANTS' COMPETITIVE NEGOTIATIONS ACT (CCNA): This procurement is made in accordance with the provisions of Chapter 287.055, Laws of Florida, known as the Consultants' Competitive Negotiations Act.

The attached Draft Contract is representative of the Contract the successful Respondent will be required to execute. To meet the needs of the County, this Agreement may be revised during the negotiations with the top-ranked firm.

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Section 5 –
Qualification

PROJECT: **Surveying and Mapping Services**

COUNTY CONTRACT NO. **RFQ 2019-V**

Name of Proposer: _____

Mailing Address: _____

Street Address: _____

City/State/Zip: _____

Phone Number: (_____) _____

FAX Number: (_____) _____

Pursuant to and in compliance with the Request for Qualifications, Instructions to Proposers, and the other documents relating thereto, the undersigned Proposer, having familiarized himself with the terms of the Contract Documents, local conditions affecting the performance of the Work, and the cost of the Work at the places where the Work is to be done, hereby proposes and agrees to perform the Work and complete in a workmanlike manner, all of the Work required in connection with the required services, all in strict conformity the Contract Documents.

The undersigned, as Proposer, declares that the only persons or parties interested in this Qualification as principals are those named herein; that this Qualification is made without collusion with any person, firm or corporation; and he proposes and agrees, if the Qualification is accepted, that he/she will execute an Agreement with the COUNTY in the form set forth in the Contract Documents; that he/she will furnish Insurance Certificates, that he is aware that failure to properly comply with the requirements set out in the "Instructions to Proposers" and elsewhere in the Contract Documents may result in a finding that the Proposer is non-responsive.

IN WITNESS WHEREOF, PROPOSER has hereunto executed this FORM this _____ day
of _____, 20____.

(Name of PROPOSER)

(Signature of person signing FORM)

(Printed name of person signing FORM)

(Title of person signing FORM)

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Attachment A
PROPOSER'S CERTIFICATION

I have carefully examined the Request for Qualification, Instructions to Proposers, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the goods or services specified in the Request for Qualification at the prices, rates or discounts quoted in my Qualification. I agree that my Qualification will remain firm for a period of up to one hundred twenty (120) days in order to allow the County adequate time to evaluate the Qualifications.

I agree to abide by all conditions of this Qualification and understand that a background investigation may be conducted by Columbia County Sheriff's Department prior to award.

I certify that all information contained in this Qualification is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Qualification on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this Qualification is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Qualification for the same product or service; no officer, employee or agent of Columbia County Government or of any other Proposer interested in said Qualification; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of Business

By:

Signature

Sworn to and subscribed before me

This _____ day of _____ 20_____

Name & Title, Typed or Printed

Mailing address

City, State, Zip Code

() Telephone Number

Signature of Notary

Notary Public, State of _____

Personally Known

-OR-

Produced Identification _____

Type _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

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Attachment B
CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA)
) ss
COUNTY OF _____)

Before me, the undersigned authority, personally appeared _____, who was duly sworn, deposes, and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____.

2. The above named entity is submitting an Expression of Interest for Columbia County project described as RFQ 2019-V

3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.

4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.

5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.

6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.

7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of Columbia County.

9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with Columbia County.

10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify Columbia County in writing.

DATED this _____ day of _____, 20____.

Name of Affiant _____ Typed

Title

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

Personally known _____

Notary Public - State of _____

OR Produced identification _____

My commission expires _____

(Type of identification)

(Printed typed or stamped commissioned name of notary public)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

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Attachment C
COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or ten (10) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to Columbia County.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the County in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the County in the event we are forced to litigate the public records status of the company's documents.

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

Date: _____

Project Number: **RFQ 2019-V Surveying and Mapping Services**

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

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Attachment D
DRUG-FREE WORK PLACE FORM

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

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business'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 proposed 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 Qualification, the employee will propose by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug 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 complies fully with the above requirements.

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

Attachment E
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION
(W-9 Form)

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

	Social security number : : : : : :
	or : : : : : :
	Employer identification number : : : : : :

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
 A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

EXHIBIT A
Description/Scope of Services

- The SURVEYOR shall provide expertise and technical skills, on an as needed basis, to assist the COUNTY'S staff in providing professional land surveying and mapping services to the COUNTY in any and all areas and programs as needed by the COUNTY. All services shall be provided in accordance with the requirements of Chapter 472, Florida Statutes, and the Rules of the Board of Professional Surveyors and Mappers.
- Work under the Agreement shall be assigned by Work Order based on the needs and requirements of the COUNTY and the SURVEYOR shall work with and receive guidance from COUNTY staff to develop the appropriate requirements, guidelines and criteria for each project. Additionally, along with the appropriate requirements, guidelines and criteria for each project, a precise scope of service for the particular project will be developed by the SURVEYOR and the COUNTY staff along with a proposed fee for the individualized scope of service for a particular Work Order. After development of all these matters, the appropriate COUNTY staff will issue a Work Order prior to the commencement of any work on a project.
- The SURVEYOR shall attend public hearings and meetings as appropriate and as directed by the COUNTY.
- The SURVEYOR shall assist in land acquisition activities as directed by the COUNTY.
- The SURVEYOR shall provide to the COUNTY the necessary services for providing professional land surveying and mapping tasks for various COUNTY projects. These services will include, but not be limited to: survey location field work and data collection; file and deed research; survey plot in Auto CADD Civil 3D-2008 to be based on NAVD88 Datum; perform certified As-Built Record Drawings.
- The SURVEYOR shall provide all certifications, surveys, calculations, drawings, sketches, plats, maps, descriptions and any other documents required for special permits and authorizations from various government bodies or agencies having jurisdiction over a project.
- The SURVEYOR shall serve as an expert witness for the COUNTY in any legal proceedings arising in connection with this contract, if the COUNTY so requests. The expert witness fee for SURVEYOR shall be negotiated at the time the SURVEYOR is called for such duty.
- The SURVEYOR shall provide all related coordination of certain additional services dependent on specific project needs of the COUNTY in include geotechnical and environmental services.
- The SURVEYOR shall provide surveying services which will consist of performing engineering and surveying work on specific projects and/or reviewing submittals made by others for compliance with COUNTY and State requirements.

REVIEW SERVICES:

- Review subdivision submittal documents including sketch plan, preliminary plat and construction drawings, and final plats for compliance with the COUNTY'S Land Development Code, other COUNTY ordinance and Florida Statutes. Provide written comments to the Development Review Committee, Planning Board and Board of County Commissioners. Attend meetings to present comments and answer questions.
- Conduct Second Party Survey certification on work performed pursuant to subdivision approval.
- Review site plan submittal documents for compliance with the COUNTY'S Land Development Code and other COUNTY Ordinances. Provide written comments to the Development Review Committee, Planning Board and Board of County Commissioners. Attend meeting to present comments and answer questions. Work with the applicant as required by the Project manager. Review re-submittal documents.

EXHIBIT B
Certificate of Liability Insurance

EXHIBIT C
Hourly Price Schedule