

**COLUMBIA COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS
REQUEST FOR QUALIFICATIONS
RFQ 2019-X TOWER APPLICATION REVIEW**

The Columbia County Board of Commissioners is requesting statements of qualification proposals from firms interested in providing technical review of tower applications. Proposals will be accepted until 2:00 p.m. on January 16, 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 website,
<https://www.columbiacountyfla.com/PurchasingBids.asp>

I. Project Background

Columbia County Building and Zoning Department is seeking consultant(s) to support its staff in the technical evaluation of tower applications. The Columbia County staff has limited technical expertise in the area of tower construction and location. As the Department strives to insure that all new tower construction and location complies with County ordinances, it seeks to complement the expertise of its staff with the knowledge of experts in the evaluation of applications for special exception for any communications tower facility or use of an alternate tower structure. Thus Columbia County is looking for consultant(s) who solely or as a team can support the Department's Zoning Administrator in the review of applications that are received by the Department from time to time. The consultant(s) will be expected to work with a Zoning administrator as well as the Board of Adjustment. The preferred candidate(s) will have demonstrated credibility and respect in the field of communications and tower construction as well as the ability to protect the interests of Columbia County citizens.

II. Scope of Work/Term of Contract/Budget/Schedule:

A. Scope of Work

The selected consultant(s) will be available to offer expertise to support County staff in the evaluation of applications submitted to the Zoning Administrator's office. Selected candidates(s) are not expected to do the evaluation independently, but rather to respond to County staff requests for information about the technical characteristics of the applications, as well as provide support, as requested, during Board of Adjustment meetings.

B. Term of Contract and Budget

The contract shall be annual from the date of execution by the Chairman of the Board of County Commissioners of Columbia County, or his designee. The contract may be extended for additional annual terms upon agreement of both parties.

III. Submittal Requirements

A. Submittal

Successful respondents to this RFQ will describe their skills and expertise in relation to the evaluation of technical information that must be provided in the application process

Responses to this RFQ will include:

- Cover letter indicating demonstrated credibility in the communication field and the ability to protect the interest of Columbia County citizens.
- Summary of technical skills and educational background.
- Brief description of previous work in the evaluation of technical requirements related to communication towers including any specific work with evaluation committees.
- Availability to respond to County staff requests.
- Compensation required. Specify rate structure and compensation for each member of the project team.
- Certification that none of the members of the proposed consultant team was or will have a financial interest in any tower company applying to construct towers in Columbia County.
- Names and telephone numbers of three references, with brief description of the work done for these individuals.

B. Submission Deadline

One (1) original response, marked "Original", three (3) copies marked "Copy", and one (1) flash drive of your qualifications must be received no later than **2:00pm, January 16, 2020**, at the following address:

Mailed:

Columbia County Board of County Commissioners
Re: RFQ 2019-X Tower Application Review
P.O. Box 1529
Lake City, Florida 32056-1529

Hand Delivered:

Columbia County Board of County Commissioners
Re: RFQ 2019-X Tower Application Review
135 NE Hernando Avenue
Suite 203
Lake City, Florida 32055

Qualifications may be either mailed or hand delivered. The County is not responsible for late delivery caused by the Postal Service or private carriers. Any qualifications received after the deadline will not be evaluated.

All submittals become the property of Columbia County.

C. Requests for Information

Any requests for clarification or additional information regarding this RFQ shall be submitted in writing via fax or e-mail to Ray Hill at the following address by January 7, 2020:

Ray Hill, Purchasing Director
Ray_hill@columbiacountyfla.com
Telephone: (386) 719-2028
FAX: (386) 758-2182

D. Packaging

Each submittal must include one (1) original response, marked "Original", three (3) copies marked "Copy", and one (1) flash drive of your qualifications.

E. Duly Authorized Signature

The qualifications must contain the signature of a duly authorized officer or agent of the company submitting the qualifications.

F. Respondent Responsibility for Submittal Costs

The consultant shall be fully responsible for all qualification development and submission costs. The County does not assume any contractual obligation as a result of the issuance of this RFQ, the preparation or submission of a qualification by a consultant, the evaluation of an accepted qualification, or the selection of any finalists.

G. Economy of Qualifications

Qualifications should be prepared simply and economically and give a straightforward and concise description of the consultant's capabilities to satisfy the requirements of the project. Special bindings, colored displays, etc. are not necessary. Emphasis should be placed on completeness and clarity of content.

H. Proprietary Material

Any proprietary information in a submittal must be designed clearly and should be bound separately and labeled with the words "PROPRIETARY INFORMATION". Appropriate references to this information must appear in the body of the qualifications. An entire submittal marked "PROPRIETARY INFORMATION" will not be accepted.

Consultants should be aware that the County is required by law to make its records available for public inspection. It is the County's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings or documentation. However, the consultant, by submission of materials marked "PROPRIETARY", acknowledges that the County will have no

obligation or liability to the consultant in the event that either must disclose these materials.

I. Invoicing and Payment Schedule

Deliverables (products, etc.) under the contract shall be submitted to the County according to a schedule to be agreed upon with the County. Upon acceptance of each deliverable by the County, the consultant may submit invoices for payment in accordance with a schedule to be negotiated.

J. Insurance Requirements

The selected consultant will be required to provide proof of insurance, and to have The Columbia County named as an additional insured on their General Liability Insurance policy. Specific insurance coverages and amounts will be determined during negotiations and must be met by the selected consultant prior to executing the contract.

IV. Selection and Contracting Process

All qualifications will be evaluated by a Consultant Evaluation Committee (CEC) made up of qualified persons from the County and may include others as applicable. Qualifications will be evaluated by the CEC using the following criteria:

1. Cover letter indicating demonstrated credibility in the communication field and the ability to protect the interest of Columbia County citizens. **10pts max**
2. Summary of technical skills and educational background. **20pts max**
3. Brief description of previous work in the evaluation of technical requirements related to communication towers including any specific work with evaluation committees. **20pts max**
4. Availability to respond to County staff requests. **15pts max**
5. Compensation required. Specify rate structure, compensation for each member of the project team, and average rate per project. **15pts max**
6. Certification that none of the members of the proposed consultant team was or will have a financial interest in any tower company applying to construct towers in Columbia County. **5pts max**
7. Names and telephone numbers of three references, with brief description of the work done for these individuals. **5pts max**

NON-COLLUSION AFFIDAVIT

I, _____ of the County of _____
according to law on my oath, and under penalty of perjury, depose and say that:

1. I am _____
of the firm of _____

in response to the Notice for Calling for Proposal for: **Technical Review of Tower Applications**
and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

3. The statements contained in this affidavit are true and correct, and made with full knowledge that Columbia BOCC relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

(Signature of Responder)

(Date)

STATE OF: _____

BOCC OF: _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
_____ who, after first being sworn by me, (name of individual signing) affixed his/her signature
in the space provided above on this _____ day of _____ 20____.

NOTARY PUBLIC
My Commission Expires: _____

FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

The State of Florida has enacted a law that requires bidders or contractors to submit a sworn document stating whether or not a corporation, its officers, predecessors or successors have been convicted of a public entity crime. Neither the bidder nor contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor shall have been convicted of a public entity crime subsequent to July 1, 1988.

All vendors must read and complete in its entirety, sign and have notarized the attached “Sworn Statement under Section 287.133 (3) (a), Florida Statutes, on Public Entity Crimes.”

Failure to do so will result in the bid submitted being considered non-responsive and therefore not considered for award.

Bid or Contract No. _____

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

STATE OF _____ COUNTY OF _____

Before me, the undersigned authority, personally appeared _____ who, being by me first duly sworn, made the following statement:

1. **The business address of _____ (name of bidder or contractor) is _____**
2. **My relationship to _____ (name of bidder or contractor) is _____ (relationship such as sole proprietor, partner, president, vice president).**
3. **I understand that a public entity as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering conspiracy, or material misrepresentation.**
4. **I understand that “convicted” or “conviction” is defined by the statute to mean a finding 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**
5. **July, 1989, as a result of a jury verdict, non-jury trial, or entry plea of guilty or nolo contendere.**

DRUG FREE WORKPLACE CERTIFICATION

In the event of a tie, preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses which 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 response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. 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, 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 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 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 complies fully with the above requirements.

VENDOR _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All firms must disclose the name of any state officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Name of a County Employee that owns 5% or more in Respondent's firm:

Not applicable: _____

Name

Company

Date