



PURCHASING DIVISION

Charlotte County Administration Center
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

TO: PROSPECTIVE PROPOSERS

DATE: June 3, 2026

PROPOSAL DUE DATE: 3:00 p.m. (EST), JUNE 9, 2026

RE: ADDENDUM #3, RFP NO. 20260423, WATER ELEVATION MONITORING SERVICES – ANNUAL CONTRACT

Firms are hereby notified that this addendum shall be made a part of the above-named proposal and contract documents. The following are issued to revise/clarify the proposal and contract documents, and these items shall have the same force and effect as the original proposal and contract documents. Proposals to be submitted on the above-specified date at Purchasing shall conform to the revisions and clarifications as listed herein.

ITEM # 1- QUESTIONS/ANSWERS

Q1: Addendum #1 states that the anticipated budget is \$500,000. Is this amount intended as the total budget over the full contemplated program term, the budget for the initial contract term, an annual budget/appropriation amount, or another structure?

A1: The \$500,000 is for the full five-year duration of the project, so it would include the two optional years.

Q2: RP-19 describes a five-year monitoring network, while RP-02 states that the initial contract term runs from award through September 30, 2029, with two optional one-year renewals. Should proposers price the full five-year contemplated program, the initial term only, or the initial term plus optional renewal years?

A2: There shouldn't be pricing included in the proposals, the RFP submittals received will be evaluated on Firm's qualifications, prices were not requested at this time. Those will be decided/discussed during negotiations with top-ranked firm.

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20260423. Firms are required to acknowledge receipt of this addendum on their proposal forms.

Kimberly Corbett

Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing

KAC/rm

cc: Professional Services Committee
Clerk
File



PURCHASING DIVISION

Charlotte County Administration Center
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

TO: PROSPECTIVE PROPOSERS

DATE: June 1, 2026

PROPOSAL DUE DATE: 3:00 p.m. (EST), JUNE 9, 2026

RE: ADDENDUM #2, RFP NO. 20260423, WATER ELEVATION MONITORING SERVICES – ANNUAL CONTRACT

Firms are hereby notified that this addendum shall be made a part of the above-named proposal and contract documents. The following are issued to revise/clarify the proposal and contract documents, and these items shall have the same force and effect as the original proposal and contract documents. Proposals to be submitted on the above-specified date at Purchasing shall conform to the revisions and clarifications as listed herein.

ITEM # 1- QUESTIONS/ANSWERS

Q1: The RFP specifies that some stations will need cellular communications, and some will need satellite because they are remote. The cost difference between cellular and satellite can be significant across many stations. Is there an estimated number of stations that are remote enough to require satellite communications?

A1: To our knowledge, none of the proposed stations will **require** satellite communications for day-to-day monitoring. That said, certain locations may be considered high priority for storm event monitoring and thus would benefit from satellite communications capabilities in the event regional cellular communications are interrupted. It is anticipated that the vast majority of the stations will rely exclusively on cellular communications, with a select few coastal monitoring sites utilizing satellite **if such option is available.**

Q2: Is there a future plan to add additional sensors to these stations? Sensors could include meteorological parameters (air temperature, pressure, relative humidity, precipitation, wind velocity), flow sensors, and/or water quality sensors (temperature, pH, dissolved oxygen, turbidity, chlorophyll, blue-green algae, etc.)

A2: There are no immediate plans to add more sensors to these stations, although the desire to do so may arise in the future, as need is determined and financial resources allow. That said, the ability to support multiple other types of sensors is not a baseline requirement for this RFP.

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20260423. Firms are required to acknowledge receipt of this addendum on their proposal forms.

Alisa True for

Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing

KAC/rm

cc: Professional Services Committee
Clerk
File



PURCHASING DIVISION

Charlotte County Administration Center
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

TO: PROSPECTIVE PROPOSERS

DATE: May 21, 2026

PROPOSAL DUE DATE: 3:00 p.m. (EST), JUNE 9, 2026

RE: ADDENDUM #1, RFP NO. 20260423, WATER ELEVATION MONITORING SERVICES – ANNUAL CONTRACT

Firms are hereby notified that this addendum shall be made a part of the above-named proposal and contract documents. The following are issued to revise/clarify the proposal and contract documents, and these items shall have the same force and effect as the original proposal and contract documents. Proposals to be submitted on the above-specified date at Purchasing shall conform to the revisions and clarifications as listed herein.

ITEM # 1- QUESTIONS/ANSWERS

Q1: The scope appears to reference both providing monitoring equipment/services and selecting or determining appropriate technologies. Can the County clarify whether they are looking to hire a firm that will provide monitoring equipment/services directly, or a firm to evaluate available technologies and determine the appropriate monitoring vendor?

A1: The County is seeking a Firm to provide the services described in the RFP; that is, to provide equipment, surveying, installation, and maintenance services, as well as facilitate data management to the extent described within the RFP.

Q2: If evaluation of technologies is part of the scope, can the County confirm whether proposing a specific monitoring vendor or technology as part of the team is acceptable, or if respondents are expected to remain independent in their approach?

A2: The selected Firm must supply the monitoring equipment (whether directly or via subcontractor) appropriate to the environmental conditions present at each location, with the limitation that the equipment be radar or ultrasonic/acoustic and meet the requirements listed in section RP-21. Note the RFP explicitly states the Firm must be able to provide both radar and ultrasonic sensors, allowing for the County and Firm to utilize whichever sensor technology is most suitable for each deployment location.

Q3: What is the anticipated budget for this contract?

A3: The budget is \$500,000.

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20260423. Firms are required to acknowledge receipt of this addendum on their proposal forms.

Alisa L. True for

Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing

KAC/rm

cc: Professional Services Committee
Clerk
File



Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378

NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS
CHARLOTTE COUNTY, FLORIDA

The County of Charlotte will be receiving sealed proposals at the Purchasing Division, Suite 344, Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948-1094, for:

RFP NO. 20260423
WATER ELEVATION MONITORING SERVICES – ANNUAL CONTRACT

This is an annual contract for a firm to establish and provide a surface water elevation monitoring network to provide real-time water level data and alerts, support continuous, high-quality elevation records for hydrodynamic model calibration and flow rating curve development, document storm surge heights and flooding patterns, monitor tidal, riverine, coastal, and urban stormwater flooding and support data-driven decision making for current and future infrastructure and capital improvement projects.

There will not be a Pre-Submittal Conference for this project. Please send all questions to the email address below.

PROPOSAL DUE DATE: 3:00 p.m. (EST), JUNE 9, 2026
PURCHASING DIVISION CONFERENCE ROOM

Proposal Documents may be obtained by accessing the Charlotte County Purchasing Division's website at <https://purchasingbids.charlottecountyfl.gov> under "Purchasing Bids Online", document number 264232. Any questions can be answered by contacting Rhiannon Mills, Senior Contract Specialist at 941.743.1374, or email: Rhiannon.Mills@CharlotteCountyFL.gov

ELECTRONIC BID SUBMISSIONS: All submittals for this project shall be submitted electronically. Please visit <http://bit.ly/3TYAyKa> and follow given instructions.

Notice of Availability
Posted: May 12, 2026



Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

STATEMENT OF NO SUBMITTAL

If you **do not** intend to submit on this commodity/service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from the Charlotte County Vendors' list for this commodity/service.

We, the undersigned, have declined to submit on requested commodity/service **RFP #20260423, WATER ELEVATION MONITORING SERVICES – ANNUAL CONTRACT**, for the following reason(s):

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- _____ Insufficient time to respond to the Request for Proposal.
- _____ We do not offer this product or service.
- _____ Our schedule would not permit us to perform.
- _____ Unable to meet bond/insurance requirements.
- _____ Unable to meet specifications.
- _____ Specifications are unclear (explain below).
- _____ Remove us from your vendors' list for this commodity/service.
- _____ Other (specify below).

Remarks: _____

Company Name: _____

Contact Person (typed or printed): _____

Contact Person Signature: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Note: Statement of No Submittal may be emailed to Rhiannon.Mills@CharlotteCountyFL.gov

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RFP NO. 20260423

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**REQUEST FOR PROPOSAL
WATER ELEVATION MONITORING SERVICES – ANNUAL CONTRACT
RFP 20260423**

RP-01 INTENT:

A. It is the intent of the County to select a firm who clearly demonstrates the highest level of ability and proven reliability to perform the professional services specified in the Scope of Services. Brief summaries applicable to the required work should be included with the proposal.

B. **Time and Date Due** - Charlotte County will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida until **3:00 p.m., JUNE 9, 2026.**

RP-02 CONTRACT AWARDS/TERM OF CONTRACT: The County anticipates entering into a contract with one (1) firm who submit the proposal judged to be most advantageous to the County. **The term of the contract will be effective from date of award, through and including September 30, 2029, with option to renew for two (2) additional one-year terms.** The selected firm shall be required to sign a formal agreement in the standard form currently used by Charlotte County for professional services.

The proposer understands that this RFP does not constitute an agreement or a contract with the proposer. A proposal is not binding until proposals are reviewed and accepted by the Board of County Commissioners and a contract is executed by both parties.

RP-03 DEVELOPMENT COSTS: The County shall not be liable for any expense incurred in connection with preparation of a response to this Request for Proposal (RFP). Proposers should prepare a straightforward and concise description of the proposers' ability to meet the requirements of the RFP.

RP-04 INQUIRIES: The County will not respond to oral inquiries. Proposers may submit written or emailed inquiries regarding this RFP to Purchasing, 18500 Murdock Circle, Suite 344, Port Charlotte, Florida 33948 or Rhiannon.Mills@charlottecountyfl.gov. The County will respond to written or emailed inquiries received at least five (5) calendar days prior to the RFP due date.

The County will record its responses to inquiries and any supplemental instructions in the form of written addenda. It shall be the responsibility of the proposer, prior to submitting their proposals, to view the website <https://purchasingbids.charlottecountyfl.gov> to determine if addenda were issued, acknowledging and incorporating them into their proposal.

RP-05 PROPOSAL SUBMISSION AND WITHDRAWAL: The County will receive proposals electronically. Please visit <http://bit.ly/3TYAyKa> and follow given instructions.

Proposals received after the established deadline will not be opened. Proposers may withdraw their proposal by notifying the County in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days to provide Charlotte County the services set forth in these specifications until one of the proposals has been accepted by the Board of County Commissioners. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

RP-06 PROPOSAL RESTRICTIONS: In accordance with Ordinance #96-002, the manufacture, use, display or other employment of any facsimile or reproduction of the Charlotte County Seal, without the express, prior, written approval of the Board of County Commissioners of Charlotte County, Florida, is hereby declared to be unlawful and punishable as a Second Degree Misdemeanor as provided in Section 165.043, Florida Statutes.

RP-07 DRUG FREE WORKPLACE: Charlotte County is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

RP-08 PUBLIC ENTITY CRIMES STATEMENT: In accordance with Florida Statutes Sec. 287.133(2)(a), "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 on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids 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, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list".

RP-09 CANCELLATION/TERMINATION: The County shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, by providing the successful proposer thirty (30) days written notice by certified mail.

It is expressly understood by the County and the Contractor that funding for any successive fiscal years is contingent upon appropriation of monies by the Board of County Commissioners. In the event funds are not available or not appropriated, the County reserves the right to terminate the Contract and/or individual leases. The County will be responsible for any outstanding invoices prior to the termination.

RP-10 RESERVED RIGHTS: The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County shall be the sole judge of the proposal and the resulting agreement that is in its best interest, and its decision shall be final.

The County reserves the right to accept or reject any or any part of the submissions, if it is deemed in the best interest of the County. The County, in its sole discretion, may expand the scope of work to include additional requirements. The County reserves the right to investigate as it deems necessary to determine the ability of any firm to perform the work or services requested. The firms, upon request shall provide information the County deems necessary in order to make a determination.

RP-11 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: Charlotte County, Florida, in accordance with the provisions of Title VII of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all firms it will affirmatively ensure in any contract entered into pursuant to this advertisement, women-owned and minority business enterprises (collectively MBEs) will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of gender, race, color or national origin in consideration for an award. The County will consider the firm's status as an MBE or a certified MBE, and also the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process. Interested MBEs and certified MBEs are encouraged to respond.

All firms are hereby notified that the successful firms must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, firms agree that:

No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through this Contract.

- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that County shall have the right to terminate this Contract upon receipt of evidence of discrimination.

RP-12 PAYMENT: Request for payment must be submitted to Charlotte County Purchasing on a form approved by the County in accordance with contract documents. Price shall be net and all invoices payable according to the Local Government Prompt Payment Act (F.S.218.74).

RP-13 PERFORMANCE EVALUATION: At the end of the Contract, the receiving department will evaluate the successful proposers' performance. This evaluation will become public record.

RP-14 INSURANCE REQUIREMENTS: Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE** - Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form (CG 00 01)**

Policy shall include bodily injury, property damage, broad form contractual liability and Explosion, Collapse and Underground (XCU) coverage.

- General Aggregate \$2,000,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor.
- b. Contractor's subcontractors shall be subject to the same minimum requirements identified above.
- c. Policy shall be endorsed for a waiver of subrogation against the Charlotte County.

2. **Automobile Liability**

Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract. Automobile liability must be written on a standard ISO form (CA 00 01) covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned (Code 9) autos.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".
- b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
- c. Policy shall contain a waiver of subrogation against the Charlotte County.

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident, bodily injury or disease	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the Charlotte County.
- b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
- c. If the contractor has no employees the contractor must submit to the County the Workers Compensation Exemption from the State of Florida.

4. **Professional Liability (Errors and Omissions Liability) for Prime Contractors**

- a. Estimated Projection Construction Cost up to **\$9,999,999**

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000
- b. Estimated Projection Construction Cost from **\$10,000,000 to \$19,999,999**

Each Claim	\$2,000,000
Annual Aggregate	\$2,000,000
- c. Estimated Projection Construction Cost from **\$20,000,000 to \$40,000,000**

Each Claim	\$3,000,000
Annual Aggregate	\$3,000,000
- d. In the event that any professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be

maintained or an extended discovery period will be exercised for a period of five (5) years beginning at the time work under this Contract is completed.

- e. Policy shall contain a waiver of subrogation against Charlotte County.

5. **Professional Liability (Errors and Omissions Liability) for Subcontractors**

In addition to the insurance requirements for the Contractor, the contractor's registered sub-contractors (including structural, civil, mechanical, plumbing, electrical engineering, landscape architecture, survey, geotechnical and materials testing) are required to carry Professional Liability insurance at the same levels and conditions as the Contractor.

Additional Insured – All policies, **except** for the Workers Compensation and Professional Liability shall contain endorsements naming the County its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of the performance of services contained herein. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to full extent provided by the policy, even if those limits exceed those required by this contract. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later revisions used.

Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents and volunteers. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

Policies Primary and Non-Contributory – For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

Proof of Coverage - Prior to the commencement of performance of services the Contractor shall furnish to the County Purchasing Division Certificates of Insurance and amendatory endorsements or copies of the applicable policy language effecting coverage required. These certificates shall provide that such insurance shall not be terminated or expire without notice thereof in accordance with the policy provisions and Contractor shall maintain such insurance from the time the Contractor commences performance of services until completion of such services. Within seven (7) calendar days of notice of award, the Contractor shall furnish a copy of the Declaration page and required endorsements for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

Acceptability of insurance carrier – Unless otherwise approved by Risk Management, Insurance shall be written by insurers authorized to do business in the State of Florida and with a minimum Best Insurance Guide rating of "A:VII".

Deductibles and Self-Insured Retention – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the deductible or retention.

Failure to Procure Coverage – In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured or is cancelled and not replaced, the County has the right but not the obligation or duty to terminate the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

Insurance Review – Insurance requirements are subject to periodic review by the County. The Risk Manager or designee is authorized, but not required, to reduce, waive, or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced or is not needed to protect the interests of the County. In addition, if Risk Management determines that heretofore, unreasonably or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the

County's risk. Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual, or alleged, on part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part to the County.

RP-15 UNAUTHORIZED ALIEN WORKERS: Charlotte County will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a [Section 274A of the Immigration and Nationality Act ("INA")]. The County shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A of the INA shall be grounds for termination of this Agreement by the County. In addition, pursuant to Section 448.095 of the Florida Statutes, all persons or firms entering into contracts with Charlotte County are required to register with, and use, the E-Verify system of the U.S. Department of Homeland Security to electronically verify the employment eligibility of all newly hired employees. The County may terminate this Agreement for failure on the part of the Contractor to use E-Verify. Contract termination for failure to use E-Verify is not considered a breach of contract pursuant to s. 448.095(2)(c)3, *Fla. Stat.*

RP-16 EMPLOYEE BACKGROUND CHECK: If an owner, except a stockholder in a publicly traded corporation, or an employee of the Contractor has been convicted of any offenses requiring registration as a sexual offender or sexual predator, regardless of the location of conviction, the Contractor shall ensure that the offender's or predator's work on the project is consistent with the terms of his probation and registry requirements.

RP-17 PUBLIC RECORDS CLAUSE TO CONTRACTORS "ACTING ON BEHALF OF THE COUNTY": Pursuant to Section 119.0701 of the Florida Statutes, Contractors acting on behalf of the County must comply with the public records laws, specifically: a) keep and maintain public records required by the County to perform the contracted services; b) upon request from the County's custodian of public records, provide the County 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 of the Florida Statutes or as otherwise provided by law; c) ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract; and d) upon completion of the contract, keep and maintain all public records required by the County to perform the service, and meet all applicable requirements for retaining public records.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO RETAIN AND PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT (941) 743-1441, E-MAIL TO RECORDS@CHARLOTTECOUNTYFL.GOV, 18500 MURDOCK CIRCLE, BLDG. B, Suite 109, PORT CHARLOTTE, FLORIDA 33948.

RP-18 SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS: Charlotte County will not request documentation of, or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. Charlotte County does not give preference to vendors based on social, political, or ideological interests.

END OF PART I

PART II SCOPE OF SERVICES

RP-19 INTENT: This Project will establish a five-year comprehensive surface water elevation monitoring network to:

- Provide real-time water level data and alerts for Emergency Management and Water Quality staff during flood events, tropical storms, and hurricanes;
- Support continuous, high-quality elevation records for hydrodynamic model calibration and flow rating curve development;
- Document storm surge heights and flooding patterns to support vulnerability assessments and state/federal resiliency funding applications;
- Monitor tidal, riverine, coastal, and urban stormwater flooding across diverse hydrologic environments;
- Support data-driven decision making for current and future infrastructure and capital improvement projects;

The monitoring network will span up to 30 locations across Charlotte County including coastal and tidal monitoring sites, inland riverine locations, and urban stormwater and canal systems.

Charlotte County requires a fully managed, turnkey service where the vendor assumes responsibility for deployment, operation, maintenance, data quality assurance, and technical support. The County will provide direction in site selection, access, and assessment, and can provide limited assistance in the event of hardware malfunction diagnosis and replacement.

RP-20 MINIMUM REQUIRED QUALIFICATIONS:

Qualified Firms must demonstrate:

1. Proven operational experience in Florida or other hurricane-prone coastal environments, with documented performance during major storm events (Category 3+ hurricanes);
2. Active operation water level monitoring locations in similar coastal/estuarine/ urban environments;
3. Demonstration of continuous service delivery for government agencies or water management entities;
4. Documentation of network uptime exceeding 95% during non-storm conditions and 90% during hurricane/tropical storm events (excepting those whose severity impacted cellular transmission infrastructure);
5. References from similar clients operating water elevation/ flood monitoring networks;
6. Technical and Professional Capacity.

Qualified Firms must demonstrate:

1. Licensed surveying capabilities or established partnerships with licensed surveyors in Florida for geodetic surveying to NAVD88 datum;
2. Field operations capacity for installation, maintenance, and emergency response within Charlotte County and Southwest Florida;
3. Data management and software development capabilities for real-time data platforms, API services, and custom reporting;
4. Quality assurance expertise following NOAA Quality Assurance of Real-Time Oceanographic Data (QARTOD) standards or equivalent;
5. Technical support availability including extended hours during storm events and hurricane seasons;
6. Data reporting flexibility allowing for increased information transmission frequency during periods of major storm events (e.g. Cat 2 or higher hurricanes, or storm events expected to bring significant tidal surge impact to the County).

RP-21 TECHNICAL SPECIFICATIONS: All water level sensors must meet the following minimum specifications:

Specification	Minimum Requirement
Measurement technology	Non-contact (radar or acoustic/ultrasonic)
Accuracy	±2.5 cm (±1 inch) or better
Resolution	1 mm (0.04 inch) or better
Measurement range	0.5 to 10 meters (1.6 to 32 feet) minimum
Sampling interval	Configurable from 30 seconds to 15 minutes
Data Transmission frequency	Standard: Hourly; Storm events: 15 minutes
Operating temperature	-20°C to +60°C (-4°F to +140°F) minimum
Environmental rating	IP67 or better (fully weatherproof)

Wind resistance	Operational in sustained winds up to 100 mph
Connectivity	4G LTE cellular with 3G/2G fallback (with satellite communication capabilities preferred in certain locations)
Power system	Solar with battery backup

Vendors must have the capability to provide both **radar** and **ultrasonic/acoustic** sensor technologies and recommend appropriate technology for each site based on environmental conditions. Final technology selection will be determined jointly with County staff during the design phase.

RP-22 INSTALLATION AND SURVEYING REQUIREMENTS:

All sensor installations must meet the following requirements:

- Mounting structures: For locations deemed as critical for public safety monitoring, structures should be designed to withstand Category 4+ hurricane wind loads (140+ mph sustained winds). For non-critical locations, structures must be designed to withstand sustained wind loads of 100+ mph.
- Accessibility: Designed for maintenance access while ensuring security and vandal resistance. County will work with the vendor to identify and obtain legal access to locations most conducive to meeting this requirement.
- Site preparation: Include all necessary hardware, mounting brackets, conduit, wiring, and weatherproofing materials.
- Installation documentation : Photo documentation, survey information, GPS coordinates, and site condition notes.
- Commissioning: On-site verification of data transmission, accuracy validation against reference measurements, and initial quality assurance checks.

All monitoring locations must be surveyed to establish accurate vertical datum references:

- Vertical datum: North American Vertical Datum of 1988 (NAVD88) required for all sites.
- Survey accuracy: First-order, Class II accuracy or better (± 1.3 cm or ± 0.5 inch vertical accuracy).
- Survey methods: Differential leveling from established NGS benchmarks or RTK GNSS with appropriate geoid models.
- Documentation: Complete survey reports including benchmark descriptions, survey methods, closure errors, and NAVD88 elevations.
- Florida licensed surveyor: All surveys must be certified by a Professional Surveyor and Mapper licensed in the State of Florida.
- Survey updates: Re-survey capabilities for datum verification, benchmark recovery, or sensor relocation.

Surveying services must be completed within 30 days of sensor installation (or as otherwise coordinated with County project management).

RP-23 DATA MANAGEMENT AND PLATFORM REQUIREMENTS: At minimum, the vendor must provide API access to data for use in a visualization platform of the County's choosing. In addition, the County must have complete access to all historical data with export capabilities.

The Firm may propose supplying a data visualization solution of their own; if so, it must meet the following minimum requirements:

- Multi-user access: Support for unlimited users across Emergency Management, Water Quality, Public Works, and other county departments.
- Role-based permissions: Configurable access levels for viewing, administration, and alert management.
- Real-time display: Live data visualization with automatic updates (no manual refresh required).
- Interactive mapping: Web map interface showing all sensor locations with current readings, alert status, and metadata.
- Time-series graphing: Customizable graphs with zoom, pan, date range selection, and multi-sensor comparisons.
- Mobile compatibility: Responsive design for smartphones and tablets, or dedicated iOS/Android mobile applications.
- Uptime guarantee: Platform availability of 99.5% or greater excluding scheduled maintenance.
- Threshold alerts: User-defined water level thresholds triggering automated notifications.
- Multiple thresholds: Support for multiple alert levels per site (e.g., advisory, warning, critical).
- Notification methods: SMS text messages, email, and/or in-platform alerts.
- Alert recipients: Configurable distribution lists with unlimited recipients.
- Alert escalation: Automatic escalation for critical thresholds or unacknowledged alerts.
- Storm mode: Enhanced monitoring and alert frequency during named storms and hurricane events.

RP-24 DATA QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC): The Firm must implement data quality assurance procedures:

- QC flags: Identification of suspect data (range tests, rate-of-change tests, flat-line tests, sensor malfunction detection).
- Manual review: Vendor staff review of flagged data with correction or annotation as appropriate.
- Quality indicators: Clear quality flags visible to end users (e.g. good, suspect, bad, missing), or other mechanism for

identifying, tracking, and sharing data quality information as negotiated with the County.

- Data corrections: Documented procedures for applying post-processing corrections while preserving raw data. These procedures must be shared with the County.
- Sensor diagnostics: Remote monitoring of battery levels, communication status, and sensor health.

RP-25 DATA REPORTING AND FREQUENCY REQUIREMENTS:

During normal (non-storm) operations:

- Sampling rate: Sensors must collect measurements at 30 second to 6-minute intervals;
- Transmission frequency: Data transmitted to platform at minimum 1-hour intervals;
- Data latency: Data visible on platform within 5 minutes of transmission;
- Platform update frequency: Dashboard and API reflect new data within 1 minute of receipt.

During hurricanes, tropical storms, or other major flood events:

- Enhanced sampling: Maintain high-frequency sampling (30-second to 1-minute intervals);
- Enhanced transmission: Increase data transmission frequency to 15-minute intervals minimum;
- Remote configuration: County staff or vendor must have ability to remotely adjust reporting frequency;
- Storm mode activation: Clear procedures for activating enhanced monitoring before storm arrival;
- Data continuity: Network must maintain operations through Category 3+ hurricane conditions;
- Extended support: Vendor technical support available during named storm events.

RP-26 DATA FORMATS AND AVAILABILITY: All information associated with the data presented via the vendor's visualization solution and API must be provided to the County.

Examples include:

- Raw measurements: Unprocessed sensor readings with timestamps;
- Corrected measurements: NAVD88 datum-corrected water surface elevations;
- Quality flags: QA/QC status indicators for all measurements;
- Metadata: Sensor information, location coordinates, datum, units, and measurement parameters.

The Firm must provide a modern, well-documented Application Programming Interface (API) for programmatic data access:

- API type: RESTful API using HTTP/HTTPS protocols;
- Authentication: Secure authentication via API keys or OAuth 2.0;
- Documentation: Complete API documentation including endpoints, parameters, response formats, and code examples;
- OpenAPI/Swagger: API specification document in OpenAPI 3.0 or Swagger format;
- Response format: JSON and/or CSV data formats;
- Query capabilities: Filter by site, date range, parameter, and quality flags;
- Real-time access: API reflects current data with same latency as web platform;
- Historical access: Query and download complete historical datasets via API;
- Rate limits: Reasonable API rate limits documented and sufficient for county applications;
- No additional cost: API access included at no additional charge beyond base service fees.

All collected data remains property of Charlotte County, and as such the County will retain complete ownership and unrestricted access to all information generated through this project. In addition, the County must be able to access the data platform and historical archives for the duration of contract. Note the County will freely share, publish, and distribute data without vendor approval. In addition, please note the following:

- Bulk download: County staff must have ability to download complete datasets in open formats (CSV, JSON, Excel).
- Contract termination: Upon contract end, vendor must provide complete historical data archives in open formats (CSV, JSON) at no charge.
- Data portability: No technical or licensing barriers to migrating data to alternative systems.

RP-27 MAINTENANCE AND SUPPORT REQUIREMENTS: The vendor must have the capability of providing maintenance services as needed; examples include:

- Preventive maintenance: Scheduled site visits for inspection sensor/infrastructure repair as needed;
- Battery and solar maintenance: Inspection and replacement of power system components as needed;
- Hardware upgrades: Technology refreshes and upgrades included in annual service fees;
- Cellular plan management: All data plans, SIM cards, and connectivity managed by vendor;
- 24/7 monitoring: Vendor must monitor network health and sensor status continuously;
- Proactive alerts: Automated notification to vendor staff when sensors go offline or malfunction;

- Response time: Field response within 14 business days for non-critical issues; within 72 hours for critical sites or during storm preparation;
- Equipment replacement: Malfunctioning sensors replaced at no charge to County;
- Spare equipment: Vendor maintains inventory of spare sensors for rapid deployment;
- Damage repair: Vendor responsible for repairing storm damage, vandalism, or equipment failure under service agreement.

RP-28 TECHNICAL SUPPORT:

- **Help desk:** Email and/or phone support during business hours (8 AM - 5 PM ET, Monday-Friday). Note extended support hours may be requested during hurricane/tropical storm events affecting Southwest Florida;
- **Training:** Initial training for county staff on platform use, data interpretation, and alert configuration;
- **Quarterly reviews:** Scheduled meetings with County project manager to review network performance, discuss issues, and plan improvements;
- **Documentation:** User manuals, quick reference guides, and video tutorials.

RP-29 OPTIONAL – ADVANCED TIDAL ANALYTICS: For coastal monitoring sites, the vendor may demonstrate capabilities for the following:

- **Tidal predictions:** Real-time calculation of predicted tides using NOAA harmonic constituents or equivalent methods;
- **Storm surge calculation:** Real-time separation of measured water level into predicted tide and storm surge components;
- **King tide forecasting:** Seasonal and annual forecasts of highest expected tides for flood planning;
- **Datum support:** Presentation of data in multiple vertical datums (NAVD88, MLLW, MSL) as applicable;
- **Tidal datums:** Calculation of Mean Higher High Water (MHHW), Mean Sea Level (MSL), and other tidal datums from long-term data.

END OF PART II

**PART III
PROPOSAL FORMAT & EVALUATION METHOD**

RP-30 RULES FOR PROPOSALS:

A. The proposal must name all persons or entities interested in the proposals as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. The following is an excerpt from Charlotte County Resolution #2011-221 and applies to this proposal: **"Any questions regarding a project or submittal shall be directed to the designated person in the Purchasing Division for a response. From the time the notice of request for proposals is published until the contract is awarded, there shall not be any contact between a proposer, agent or other representative and any member of the selection committee, user department, Administration, or any member of the Board of County Commissioners regarding the project or proposal submitted by any proposer. Should any member of the selection committee initiate contact or fail to report any contact, such committee member may be subject to disciplinary action up to and including dismissal. If any proposer, agent or other representative contacts any committee member, user department, Administration or member of the Board of County Commissioners regarding a request for proposals or submitted proposal, the proposer is subject to sanctions up to and including having the County disqualify the firm's submittal."**

C. For your information, the members of the Professional Services Committee for this project are as follows:

Brandon Moody, Water Quality Manager, Administration
Carly Hobson, Asset Management Manager, Public Works
Sarah Hiscock Water Quality Environmental Specialist, Utilities

RP-31 PROPOSAL FORMAT: Firms shall prepare their proposals using the format outlined in the Consultant Evaluation Form on pages 15-18.

RP-32 PROPOSAL REQUIREMENTS: In addition to the information required in the Consultant Evaluation Form, provide the following information:

A. Team Organization, Management and General Qualifications - Multiple firm or joint venture teams should clearly identify the roles and responsibilities of the proposed participants. Team and project management structure should be documented. The principal within the prime firm responsible for the project and the proposed project manager should be identified and a statement presented that those persons would not be substituted without the express permission of the County. Teams should demonstrate experience in previous similar projects.

B. Work Plan - Firms submitting should demonstrate their understanding of the project. An outline description of anticipated project tasks in sequence should be prepared. Firms should identify anticipated deliverables and a general schedule for a project of this magnitude.

C. Individual Qualifications - Firms should submit the resumes of key people. Firms should specifically identify the **lead project manager** on the project and his/her qualifications. Provide a statement indicating that the **project manager** will not be substituted without the express permission of the County.

D. Experience and References - Supply materials indicative of experience in other projects of similar complexity. A reference list for each firm is required, including name, project and telephone number. A reference list for the **lead project manager** is required identifying name, project and telephone number.

Proposals are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted electronically. Please visit <http://bit.ly/3TYAyKa> and follow given instructions.

RP-33 EVALUATION METHOD AND CRITERIA:

A. General - The County shall be the sole judge as to the merits of the proposal, and the resulting agreement. The County's decision will be final. **Please note that proposals will be evaluated on content, not bulk.**

The County's evaluation criteria will include, but shall not be limited to, considerations listed on **Proposal Requirements, page 13**. As mentioned in PROPOSAL FORMAT, the proposals should be prepared using the format outlined in the Consultant Evaluation Form on pages 15-18.

B. Selection - The Professional Services Committee shall evaluate the proposals submitted. Telephone discussions will be held with all firms submitting and a short list of firms from proposals will be ranked in order. Final approval will be by the Board of County Commissioners who may request public presentation.

RP-34 ANTICIPATED SCHEDULE: The projected schedule of events for this proposal is as follows:

05/12/26	County advertises for proposals
06/09/26	Proposal due date
06/30/26	Professional Services Committee short lists firms

EVALUATION FORM

**CONSULTANT EVALUATION FORM
CHARLOTTE COUNTY, FLORIDA**

RFP# 20260423, WATER ELEVATION MONITORING SERVICES – ANNUAL CONTRACT

<i>Evaluation Criteria</i>	<i>Value</i>	<i>Assigned Value</i>	<i>Weight</i>	<i>Score</i>
I. TEAM PROPOSED FOR THIS PROJECT				
A. Background of the personnel - Project Manager - Other Key Personnel - Consultants	1-5		X 05	
II. PROPOSED MANAGEMENT PLAN				
A. Team Organization/ Team Organization - Design Phase - Construction Phase	1-5		X 20	
III. PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECT: Describe projects.	1-5		X 10	
IV. PROJECT CONTROL				
A. Schedule – Schedule - What techniques are planned to assure that schedule will be met? Include milestones for site verification, installation, surveying, and platform configuration. - Who will be responsible for assuring that schedule will be met?				
B. Deployment Timeframes and Risk Management - Describe your plan to complete installation and NAVD88 surveying for all initial sites within the timeframes anticipated by the County. - Identify key risks (e.g. access constraints, permitting delays, equipment shortages, cellular coverage limitations) and explain specific strategies you can use to mitigate them. - Provide examples of how your firm has handled schedule delays or field problems on similar monitoring networks, and how issues were communicated to the client.	1-5		X 10	
C. Recent, current and projected workload				
V. PRESENT PROPOSED DESIGN APPROACH FOR THIS PROJECT				
A. Describe your overall installation approach for surface water elevation monitoring networks across shoreline, tidal, riverine, and urban stormwater locations.				
B. Explain how you will select and recommend appropriate non-contact radar vs. acoustic/ultrasonic sensors at each site, considering environmental conditions, mounting options, and hurricane exposure.				
C. Describe how you will ensure installations are sufficiently resilient to climate/storm events typical for the SW Florida Gulf Coast and accessibility for maintenance.	1-5		X 20	
D. Surveying and Vertical Datum Control - Describe your methods and procedures for surveying all monitoring locations to NAVD88 with the required accuracy (First-order, Class II or better), including use of NGS benchmarks or RTK GNSS with appropriate geoid models. - Explain how you will document and manage survey control, benchmark information, and datum changes over the life of the contract.				

E. Data Platform, API, and Visualization 1. Describe your proposed data management and visualization solution, or how you will integrate with a County-selected platform, including: real-time display, interactive mapping, time-series graphing, multi-user access, and role-based permissions. 2. Explain your API capabilities (e.g., RESTful API, authentication, query features, data formats such as JSON/CSV, OpenAPI/Swagger documentation) and how County staff will access historical and real-time data at no additional cost. 3. Describe how your system will support threshold-based alerts (multiple levels, configurable recipients, SMS/email/push notifications), storm mode operation, and increased sampling/transmission frequency during flood and hurricane events. F. Data Platform, API, and Visualization 1. Describe your proposed data management and visualization solution, or how you will integrate with a County-selected platform, including: real-time display, interactive mapping, time-series graphing, multi-user access, and role-based permissions. 2. Explain your API capabilities (e.g., RESTful API, authentication, query features, data formats such as JSON/CSV, OpenAPI/Swagger documentation) and how County staff will access historical and real-time data at no additional cost. 3. Describe how your system will support threshold-based alerts (multiple levels, configurable recipients, SMS/email/push notifications), storm mode operation, and increased sampling/transmission frequency during flood and hurricane events.				
VI. PRESENT EXAMPLES OF RECENTLY ACCOMPLISHED SIMILAR PROJECTS: A. Similar surface water elevation or flood-monitoring networks 1. Describe recent projects where your firm has designed, installed, and operated multi-site surface water level or flood-monitoring networks for government agencies or water management entities. 2. For each project, describe the number and types of sites (coastal, estuarine, riverine, urban stormwater), sensor technologies deployed, and length of operation. B. Uptime, reliability, and QA/QC track record 1. Provide evidence of network uptime during non-storm conditions and during hurricane/tropical storm events, including typical percentages achieved compared to the minimum requirements in this RFP. 2. Describe QA/QC frameworks you have applied on similar networks (e.g., NOAA QARTOD or equivalent), and how you communicate data quality information to end users.	1-5		X 16	

VII. DESCRIBE YOUR EXPERIENCE AND CAPABILITIES IN THE FOLLOWING AREAS. A. Continuous monitoring operations and network management 1. Describe your operational approach for a fully managed, turnkey monitoring network, including support, system monitoring, and internal escalation procedures for outages or sensor issues. 2. Explain how you will manage cellular connectivity, data plans, and remote configuration for sampling and transmission frequencies under normal and storm conditions. B. Maintenance, field response, and equipment management 1. Describe your preventive and corrective maintenance program, including inspection frequency, battery/solar system maintenance, and structural inspections. 2. Explain your response times and procedures for critical vs non-critical site issues, availability and management of spare equipment, and how you will handle storm damage and vandalism under the service agreement. C. Data QA/QC and diagnostics 1. Describe your data QA/QC procedures, including automated tests (e.g., range, rate-of-change, flat-line tests), manual review, and how raw and corrected data are stored and documented. 2. Explain how you will implement and document quality indicators/flags for end users, and how sensor diagnostics (battery, communication status, sensor health) will be monitored and reported to the County. D. Technical support, training, and coordination 1. Describe your help desk and technical support model (business hours, extended hours during storm events, methods of contact, service level expectations). 2. Explain your approach to training/educating end users on the platform, data use, alert configuration, and any advanced tidal analytics offered. 3. Describe how you will conduct regular performance reviews with the County and propose network improvements over the five-year contract.	0-5		X 16	
VIII. VOLUME OF WORK – TOTAL OF PAYMENTS RECEIVED FROM COUNTY WITHIN THE PAST 24 MONTHS* \$0 - \$49,999 5 points \$50,000 - \$99,999 4 points \$100,000 - \$199,999 3 points \$200,000 - \$349,999 2 points \$350,000 - \$499,999 1 points \$500,000 + 0 points *Based upon information provided on Proposal Submittal Signature Form, Magnitude of Charlotte County Projects.	0-5		X 01	
IX. LOCATION Describe the Prime and Subconsultants' responsiveness as it relates to the firm's location to the project.	1-5		X 01	
X. LITIGATION – HAVE YOU BEEN NAMED AS A DEFENDANT OR CO-DEFENDANT IN A LAWSUIT IN THE LAST FIVE YEARS? If so, describe circumstances and outcome, including Case Number, Case Name and Court.	1-5		X 01	
XI. MINORITY BUSINESS Certified MBE, Sub-Consultants Certified MBE, and/or Non-Certified MBE.	Yes or No			
REMARKS: The value assigned in judged on a scale of 1 through 5, with 5 being the highest possible value. The two exceptions are: VIII. Volume of Work; and XI. Minority Business. Category VIII. Volume of Work has a value of 0				

through 5 as indicated, and **Category XI. Minority Business** – The County will consider the firm's status as an MBE or a Certified MBE, and also the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process.

END OF PART III

PART IV - SUBMITTAL FORMS
PROPOSAL SUBMITTAL SIGNATURE FORM

1.	Project Team	Name and Title	Years experience	City of office individual will work out of for this project	City individual's office is normally located	City of individual's residence
2.	Magnitude of Company Operations					
	A) Total professional services fees received within last 24 months:				\$	
	B) Number of similar projects started within last 24 months:					
	C) Largest single project to date:				\$	
3.	Magnitude of Charlotte County Projects					
	A) Number of current or scheduled County Projects					
	B) Payments received from the County over the past 24 months (based upon executed contracts with the County).				\$	
4.	Sub-Consultant(s) (if applicable)	Location	% of Work to be Provided	Services to be Provided		
5.	Disclosure of interest or involvement: List below all private sector clients with whom you have an active pending contract and who have an interest within the areas affected by this project. Also, include any properties or interests held by your firm, or officers of your firm, within the areas affected by this project.					
	Firm	Address				
	Phone #	Contact Name				
	Start Date	Ending Date				
	Project Name/Description					

NAME OF FIRM _____

(This form must be completed and returned)

6. Minority Business: The County will consider the firm's status as an MBE or a certified MBE, and also the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process.	Yes _____ No _____
Comments or Additional Information:	

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per contract, if the firm is awarded the Contract by the County. The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

By signing this form, the proposer hereby declares that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

In accordance with section 287.135, Florida Statutes, the undersigned certifies that the company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and does not have business operations in Cuba or Syria (if applicable) or the Scrutinized Companies that Boycott Israel List, or is not participating in a boycott of Israel.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. _____ Dated _____	Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

Type of Organization (please check one):	INDIVIDUAL CORPORATION	() ()	PARTNERSHIP JOINT VENTURE	() ()
--	---------------------------	------------	------------------------------	------------

Firm Name	Telephone
-----------	-----------

Fictitious or d/b/a Name	Federal Employer Identification Number (FEIN)
--------------------------	---

Home Office Address

City, State, Zip	Number of Years in Business
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Address: Office Servicing Charlotte County, other than above
--

Name/Title of your Charlotte County Rep.	Telephone
--	-----------

Name/Title of Individual Binding Firm (Please Print)
--

Signature of Individual Binding Firm	Date
--------------------------------------	------

Email Address

(This form must be completed & returned)

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____
_____ does: (name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business'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 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.

Proposer's Signature

Date

NAME OF FIRM _____

(This form must be completed & returned)

**HUMAN TRAFFICKING AFFIDAVIT
for Nongovernmental Entities Pursuant To FS. §787.06**

Charlotte County Contract #20260423

The undersigned on behalf of the entity listed below, (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I am an officer or representative of the Nongovernmental Entity and authorized to provide this affidavit on the Company's behalf.
3. Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

Signature

Printed Name

Title

Nongovernmental Entity

Date

END OF PART IV

NAME OF FIRM _____

(This form must be completed and returned)