



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. 20260279
DESIGN – WETLAND HABITAT ENHANCEMENT AND FLOODING IMPROVEMENTS
CHARLOTTE HARBOR FLATWOODS

Charlotte County is seeking a professional services firm for the design and permitting for a large scale hydrologic restoration project in Yucca Pens Unit State Wildlife Management area (located in the Charlotte Harbor Flatwoods area in Charlotte and Lee Counties). The objection is to aid the restoration of more natural flow to approximately 8,000 acres of wetlands.

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), MARCH 4, 2026

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 262792. 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: February 4, 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 #20260279, DESIGN – WETLAND HABITAT ENHANCEMENT AND FLOODING IMPROVEMENTS CHARLOTTE HARBOR FLATWOODS**, 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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**REQUEST FOR PROPOSAL
DESIGN – WETLAND HABITAT ENHANCEMENT AND FLOODING
IMPROVEMENTS CHARLOTTE HARBOR FLATWOODS
RFP 20260279**

PART I - INSTRUCTIONS

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., MARCH 4, 2026.**

RP-02 CONTRACT AWARDS: The County anticipates entering into a contract with one (1) firm who submit the proposal judged to be most advantageous to the County. 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 it 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 it 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 par 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 contains 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: The purpose of this proposal is to obtain the services of a firm to deliver the final construction-ready engineering and design plans (including cost estimates and implementation/phasing plan), as well as permits for a large-scale hydrologic restoration project that will restore the natural flow of approximately 8,000 acres of wetlands to Charlotte Harbor. The objective is to increase fresh surface water and groundwater availability and substantially improve water and habitat quality for fish and wildlife species of concern.

The Coastal & Heartland National Estuary Partnership (CHNEP) has already created a Lower Charlotte Harbor Flatwoods Strategic Hydrologic Restoration Plan, as well as a preliminary conceptual surface and groundwater hydrologic model that simulates appropriate timing and quantity of water flows required to improve wetland habitat conditions, minimize erosion and offsite flooding, improve groundwater recharge, and reduce the risk of wildfires. This project is a recommendation of that Plan to further plan, engineer and design water management features on the Yucca Pens Wildlife Management Area (WMA) to restore more natural freshwater retention and sheet flow across the property. Using the existing Plan modeling and recommendations, additional hydraulic and hydrologic local-scale modeling will inform the final design, which will include: 1) earthen ditch blocks in smaller ditches that will increase storage and surface water hydrology (a green solution), 2) the re-establishment of connections to several tidal creeks to the west of Yucca Pens Unit will be designed with concrete low water fords installed through existing off-road vehicle ruts and ditches in Yucca Pens (a green-gray solution providing additional stability as well as access for management vehicles and recreational users), 3) additional water to be delivered via flow-way (20cfs during 2 months of dry season), and 4) an approximately 4.5-mile-long groundwater seepage barrier is planned at the southern boundary of Yucca Pens Unit along the Gator Slough Canal (to address the significant effects the canal has on the local water table). Installing this below-surface barrier will reduce wet season surface water drawdowns and raise groundwater levels in the southern portion of Yucca Pens Unit, restoring habitat and wetland water storage ability. Initial modeling and feasibility studies suggest a grout curtain design will be a cost-effective barrier with added benefits of being scalable and adaptable to site conditions. Refined modeling supported by this CHNEP funding will provide value engineering of the optimal barrier design.

Together all proposed solutions will, once implemented, restore flows from the Yucca Pens Unit to Charlotte Harbor at several locations rather than as point source flowing into Charlotte Harbor and Gator Slough Canal. This will improve the hydrology in Yucca Pens which will also improve habitat quality for species of concern. It will also improve the water quality in the Charlotte Harbor estuary due to a return to a more natural hydroperiod and better timing of downstream flows. By holding additional water, the hydrologic restoration will also protect aquifer recharge and reduce the potential for saltwater intrusion with sea level rise further protecting water supply.

The ultimate outcome of project tasks and deliverables will be construction-ready plans - including cost estimates and implementation/phasing plan as well as state, federal and local permits. At the close of the performance period or shortly thereafter the project is intended to be "shovel-ready".

The selected firm will coordinate with Charlotte County and the Coastal & Heartland National Estuary Partnership (CHNEP) staff who will serve as the 'Project Administrator' to gather data, conduct surveys, and conduct H&H modeling (hydraulic and hydrologic) refining existing models to a local scale for the project area to support the proposed design and permit applications. They will develop biddable design plans and work with the appropriate agencies for the permit application process. They will also conduct coordination meetings with the Project Administrator, the Site Owner, and other stakeholders to gather input on deliverables and inform the final project design. The Project Administrator will work with the selected firm to assure that requirements described above will be met.

Project tasks and deliverables are likely to include:

- Project management including Reporting and technical memoranda
- Coordination meetings & Site Visits
- Geotechnical field and laboratory testing
- Topographic survey
- Desktop analyses
- Hydraulic & Hydrologic (H&H) modeling
- Design Plans & Technical specifications
- Ecological assessment of wetland impacts
- Archeological Investigation
- Permit pre-application meetings
- Permit documents and applications
- Responses to requests for additional information from permitting agencies

- 30%, 60%, 90% and final bid plans
- Construction RTA plans and cost estimates

The intent is to describe the Project Administrator's requirements for the proper execution of the work as specified. Work described in words which, when applied, have a well-known technical or trade meaning shall refer to such recognized standards. It is understood and agreed that the firm is fully responsible for informing itself as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the type of equipment and facilities needed during the prosecution of the work; the general and local conditions and all other matters that can in any manner affect the performance of the work. No verbal agreement or conversation with any officer, agent, or employee of the County, before or after execution of the work, shall affect or modify any of the terms or obligations contained herein.

- Charlotte Harbor Flatwoods Initiative Hydrological Model Project and Planning Tool, Monitoring Data and Maps: <https://chnep.wateratlas.usf.edu/charlotte-harbor-flatwoods-initiative/>.
- Designing Wetland Habitat Enhancement and Flooding Improvements for Charlotte Harbor Flatwoods (FL) Project location map below. (Attachment 1)

RP-20 SCOPE OF SERVICES: The scope of services shall include but not be limited to the following:

- 1. Kick Off Meeting and Monthly Team Project Meetings:** The Project Team will participate in a Kick-off meeting to discuss schedule, communication, and production plans. The Kick-off meeting will include a site visit by the team and the Consultant is responsible for taking and providing notes of the meeting detailing points discussed, any decisions made, and action items with associated person and timeframe - providing within one week of meeting. The Consultant will also participate in monthly project team meetings, providing agendas, taking notes detailing points discussed, any decisions made, and action items with associated person and timeframe, as well as preparing comment response documents to outline responses to other project team member comments – providing both within one week of the meeting. Monthly email with bullets of project progress will be sent to Project Administrator prior to the last day of each month of the project.

Anticipated Deliverables: (1) Kick off and Monthly Team Project Meeting Agendas, (2) Kick off Team and Monthly Meeting Notes, and (3) Monthly email with bullets of project progress

- 2. Topographic Data Review and Work:** Consultant with professional topographic expertise will review data available, which will be provided by project team. Data sources will include original land use and land cover data, site survey work, and topographic data from transects and stream cross-sections. Consultant will augment existing topographic surveys to the level needed for accurate modeling. Consultant will produce a Technical Memorandum that includes a summary of the findings of their topographic data review including data sufficiency, additional data needs, and recommended augmentation of topographic surveys for increasing model accuracy. [Note: if additional topographic data is found to be needed based on the review, a change order may be considered to add additional funds for producing the associate data deliverables.] Consultant will produce Geodatabase files to be used as model inputs.

Anticipated Deliverables: (1) Topographic Survey Data Review Technical Memorandum including level of data sufficiency, additional data needed, and recommended augmentation of topographic data (if found to be needed), and (2) Geodatabase files to be used as model inputs

- 3. Geotechnical Work:** Consultant with professional geotechnical expertise will do borings and analysis to optimize location of the ditch blocks and to design the seepage barrier along the canal. At least one (1) soil boring will be needed at all proposed structures, as well as one (1) soil boring at certain intervals along proposed location of seepage barrier (ex: 1000-2000 ft). Details of variability of hydrogeology along Gator Slough will feed into recommended best method for installing seepage barrier. This will also be needed for any dewatering permits. Groundwater modeling for seepage barrier location to inform Geotech modeling software and depth width needed to address seepage reduction.

Anticipated Deliverables: (1) Technical Memorandum of Geotechnical Borings and Analysis Documentation, and (2) Geodatabase files to be used as model inputs

- 4. Hydraulic and Hydrologic Modeling:**

4a. Updated and Refined Local 'Existing Conditions' Model without Projects: Consultant with professional hydraulic and hydrologic modeling will refine existing model 'Charlotte Harbor Flatwoods Initiative Hydrological Model' (built using MIKE SHE/MIKE 11 DHI software) for site specific information and project goals based on the modeling and recommendations from the 'Charlotte Harbor Flatwoods Initiative Hydrological Model Project and Planning Tool' Report (Report link: <https://chnep.wateratlas.usf.edu/upload/documents/Task-7-LCHFIFinal-Report-06.12.23..pdf>)

found on the Charlotte Harbor Flatwoods Initiative page: <https://chnep.wateratlas.usf.edu/charlotte-harbor-flatwoods-initiative/>. The existing Plan, Model files, GIS and Monitoring Data will be provided by Project Partners. This project will develop and refined a local- scale model to determine baseline 'existing conditions' in Yucca Pens (recommended grid size of approximately 100 ft. may require variable grid for model for different areas within Yucca Pens). Bring in new monitoring data available from site (monitoring data-present) to better inform boundary conditions. Flat areas may be able to use previous model info from large grid size, but areas with elevation variation will need to bring in all available groundwater monitoring data. It is recommended to extend the calibration period and incorporate additional data collected after November 2021 to verify that the model can properly represent the increase in groundwater elevations during the late dry season and early part of the wet season in 2021.) Continuous simulation using NEXRAD rainfall data that varies spatially, picking a large recent rainfall event (ex: fall 2022-Hurricane Ian) to show hydroperiod improvements a long-term simulation will capture hydroperiod more effectively to smooth out drought and other seasonal variability over long term. This may be helpful with variable seepage in this area (value can be variable depending on site conditions) Simplified over storm event model so that it can run over a longer period.

Anticipated Deliverables: (1) Updated Refined Existing Conditions final model grid and geodatabase files

4b. Local 'Existing Conditions' Model Run to Inform New Project(s) Design: The updated refined existing conditions model will be run to inform new project(s) design, using three model run scenarios.

Scenario 1. Ditch blocks in existing ATV trails, weirs and low-water fords to minimize excess drainage: The local-scale model of southern Yucca Pens will be developed to inform design and location of proposed Yucca Pens ATV ditch blocks, weirs and low-water fords and evaluate their performance. The model will also determine the exact number of these installations necessary and prioritization in design (26 were included in large-scale modeling). Model outputs will determine how many, and which structures will provide the most 'lift' for hydrologic enhancement to hold water in cypress strand areas and extending the recession tail on creek flow. Sensitivity studies will be conducted to refine dimensions and locations of proposed ditch blocks and concrete low-water fords and rank/prioritize them in case future construction funding is limited.

Scenario 2. Groundwater seepage to hold water back on-site: The local-scale model of southern Yucca Pens will be developed to better understand the depth and strata of surficial aquifer and the interaction between the Yucca Pens and Gator Slough Canal hydrology and to inform the design assumptions and determine the effectiveness of the proposed partial groundwater seepage barrier at Gator Slough. The large-scale Plan model assumed a seepage barrier created by drilling boreholes at predefined spacing (e.g., 10 feet) and grouting the boreholes with cement or some other type of material, which will flow through permeable rock to form a partial flow barrier. Additional geotechnical field work to support the local-scale modeling will be conducted to better understand the depth and strata of surficial aquifer and the interaction between the Yucca Pens and Gator Slough Canal hydrology.

Scenario 3. Additional water to be delivered via flow-way (20cfs during 2 months of dry season Dec-Jan): Additional water to be delivered via flow-way from Bond Farm Hydrological Enhancement Impoundment (Bond Farm HEI) which is a permitted project (FDEP ERP No. 0375475-001 EI & State 404 Program Individual Permit No. 0375475-004 SFI) to Yucca Pens at a constant flow of 20 cfs during December and January. In original Plan, the flow-way from Bond Farm HEI to Yucca Pens was planned along the southern border of the Southwest Aggregates Reservoir property, passed under US-41, and was routed west through a new flow-way south of the SLD C&D Landfill. A new 7-ft x 3-ft box culvert was assumed under US-41. Dimensions of this culvert were approximated using best engineering judgment and it may be appropriate to modify the dimensions during the design phase.

Modeling to evaluate the freshwater/tidal interactions and drainage impacts from Yucca Pens to tidal creeks in greater detail will be conducted. (If funding resources allow, the localized model will determine the amount and locations of additional culverts to be added underneath the Florida Power and Light (FPL) Powerline in the Yucca Pens since the ecologic studies indicated that inundation is greater east of the Yucca Pens Powerline Grade. The Consultant will then run such models necessary to support the proposed design process and permit applications requirements.

Anticipated Deliverables: (1) Scenario 1 final model grid and geodatabase files, (2) Scenario 2 final model grid and geodatabase files, (3) Scenario 3 final model grid and geodatabase files, and (4) Final Hydraulic and Hydrologic Model Technical Memorandum of modeling outputs sufficient for undertaking and supporting full planning, engineering and design work.

5. Ecological Assessments: Consultant with professional ecological assessment expertise will prepare/assess and monitor expected threatened and endangered species and wetland areas with determinations and/or requirements for construction of proposed potential projects.

Anticipated Deliverable: (1) Ecological Assessments Technical Memorandum including maps of threatened and endangered/listed species management plans and wetland areas with determinations and/or requirements for construction, and (2) Geodatabase files

- 6. Archeological Investigation:** Consultant with professional archeological expertise will conduct an archeological assessment encompassing a desktop analysis and shovel tests at key locations necessary to meet Division of Historical Resources requirements.

Anticipated Deliverables: (1) Archeological Assessment Technical Memorandum including explanation and findings from desktop analysis and shovel test, as well as map of any archeological points of interest on-site, and (2) Geodatabase files

- 7. Engineering and Design Plan Development:** Consultant with professional engineering and design expertise will develop 30% preliminary design plans showing the selected concept for design that may include some or all the following: ditch blocks in existing ATV trails, weirs and low-water fords, groundwater seepage barrier, and additional water to be delivered via flow-way (20cfs during 2 months of dry season December-January). Then Consultant will develop 60% plans adding in construction details and provision of a cost estimate, then provide 90% plans that are nearly biddable with details sufficient for permit agency submittal, and then finally 100% plans reflecting agency input in accordance with permit approvals. The final 100% plans must meet all agency permit requirements and conditions, incorporating them into the project plans and specifications for a complete ready to bid package. Provision of a final cost estimate for implementation of the final 100% plans will also be provided by the Consultant.

Anticipated Deliverables: (1) 30% Plans, (2) 60% Plans, (3) 90% Plans, (4) 100% Plans and (5) Technical Memorandum of Final Engineering and Design Plan Development that includes a final cost estimate for implementation of the final 100% plans

- 8. Permitting Applications and Pre-Application Meetings:** Consultant with professional permitting expertise will prepare and submit permit applications to all local, state, and federal agencies having jurisdiction. The Consultant will then be responsible for communication with those agencies, providing responses to agency questions/clarification and/or modifications needed for permit compliance. The Consultant will be responsible for doing all work necessary for getting all required permits needed for full implementation of the 100% plans.

Anticipated Deliverables: (1) Permitting Applications, and (2) Permitting RAI responses

Task	Description	Deliverable(s)	Timeline
1	Kick Off Meeting and Monthly Team Project Meetings	(1) Kick off and Monthly Team Project Meeting Agendas, (2) Kick off Team and Monthly Meeting Notes, and (3) Monthly email with bullets of project progress	NTP (June 1, 2026) to completion of project
2	Topographic Data Review and Work	(1) Topographic Survey Data Review Technical Memorandum including level of data sufficiency, additional data needed, and recommended augmentation of topographic data (if found to be needed), and (2) Geodatabase files to be used as model inputs	NTP – Month 4
3	Geotechnical Work	(1) Technical Memorandum of Geotechnical Borings and Analysis Documentation, and (2) Geodatabase files to be used as model inputs	NTP – Month 4
4	Hydraulic and Hydrologic Modeling including: 4a) Updated and Refined Local 'Existing Conditions' Model without Projects and 4b) Local 'Existing Conditions' Model Run to Inform New Project(s) Design	4a: (1) Updated Refined Existing Conditions final model grid and geodatabase files 4b: (1) Scenario 1 final model grid and geodatabase files, (2) Scenario 2 final model grid and geodatabase files, (3) Scenario 3 final model grid and geodatabase files, and (4) Final Hydraulic and Hydrologic Model Technical Memorandum of modeling outputs sufficient for undertaking and supporting full planning, engineering and design work	Months 5-8

5	Ecological Assessments	(1) Ecological Assessments Technical Memorandum including maps of threatened and endangered/listed species management plans, & wetland areas with determinations and/or requirements for construction, (2) Geodatabase files	Months 9-10
6	Archeological Investigation	(1) Archaeological Assessment Technical Memorandum including explanation and findings from desktop analysis and shovel test, as well as map of any archaeological points of interest on-site, (2) Geodatabase files	Month 11
7	Engineering and Design Plan Development	(1) 30% Plans, (2) 60% Plans, (3) 90% Plans, (4) 100% Plans and (5) Technical Memorandum of Final Engineering and Design Plan Development that includes a final cost estimate for implementation of the final 100% plans	Months 12-13
8	Permitting Applications and Pre-Application Meetings	(1) Permitting Applications, (2) Permitting RAI responses	Months 12-14

RP-19 CERTIFICATIONS: All data collection, surveys and model analyses and design plans shall comply with all accreditation and certification requirements per the appropriate permitting agencies, including the Florida Department of Environmental Protection (FDEP), the South Florida Water Management District (SFWMD) as well as federal and local permitting agencies as required. All permitting fees will be the responsibility of the Site Owner, the Florida Fish and Wildlife Conservation Commission.

Certifications required for the prosecution of the work shall be secured and paid by the Consultant. The Consultant shall give all notices and comply with all laws, ordinances, rules, and regulations bearing on the conduct of the work. If the Consultant performs any work knowing it to be contrary to applicable laws, ordinances, rules, and regulations, he/she shall bear all costs arising from the performance of that work.

RP-20 QUALIFICATIONS: The Consultant must have expertise to complete all aforementioned tasks of this project including geotechnical engineering, surveying, refined hydrological modeling, analysis, design, permit application, submission, and support. Procurement of a subcontractor will follow State of Florida policies which meet OMB Uniform Guidance in 2 CFR 200.317.

A professional engineering firm contractor will be utilized to complete technical tasks related to geotechnical engineering, surveying, refined hydrological modeling, analysis, design, permit application, submission, and support. The project team will include a Professional Engineer. Based on scope and scale of this inter-disciplinary project it is also recommended that the team should include members with the following experience/education: Project Manager, Technical Writer, Experienced hydraulic and hydrologic modelers, GIS professionals, Environmental/Wetland Scientists, Ecologists, Geologists, and Field Technicians.

RP-21 DATA COLLECTION, SURVEY WORK, MODELING AND ANALYSIS: The Consultant shall conduct survey work and collect data as well as conduct H & H modeling and other analyses. Data collection is intended to prepare/assess and monitor expected threatened and endangered species with determinations and/or requirements for construction. Survey work is intended to: (1) Augment existing topographic surveys to the level needed for accurate modeling, and (2) Optimize location of the ditch blocks and to design the seepage barrier along the canal. Modeling and analysis work is intended to: (1) Refine existing models for site specific information and project goals and (2) Conduct an archeological investigation and shovel tests at key locations necessary to meet DHR requirements.

RP-22 PROJECT MEETINGS: The chosen Consultant will be required to work with the Project Administrator to coordinate and participate in frequent project management meetings with the Project Administrator and Site Manager, as well as with select stakeholders to review project progress and deliverables. The chosen Consultant will prepare written responses and incorporate comments from the Project Administrator, Site Manager and stakeholders into deliverables as well as provide written meeting notes. NOTE: stakeholder coordination/collaboration is of the utmost importance to successful project management and will be extensive with this project.

The chosen Consultant will work with the Project Administrator to coordinate and participate in a kickoff meeting as well as a site visit with the Project Administrator, Site Manager and stakeholders to discuss schedule, communication, and production plans and provide written meeting notes.

The chosen Consultant will coordinate with the Administrator to prepare and present final design plans to larger stakeholder group that includes various state and federal agencies, as well as local municipalities and citizen groups working in the region. The Consultant will also be responsible to provide notes from these meetings, which include stakeholder comments as well as written responses from the Consultant responding to those stakeholder comments in the form of a Comment/Response document.

RP-23 DESIGN PLANS AND PERMIT APPLICATION AND SUPPORT: The Consultant shall prepare preliminary and final design plans for the project, as well as to prepare and submit permit applications to the various local state and federal agencies having jurisdiction. In doing so, the Consultant will need to respond to agency questions/clarification and or modifications needed for permit compliance.

Design work is intended to include:

- Preliminary design plans showing the concept of the ditch blocks, and seepage barrier
- Refinement of the plans adding in engineering and construction details
- Provision of detailed cost estimates associated with design plan implementation.
- Biddable plans with details sufficient for permit agency submittal
- Provision of a final total cost estimate for budgeting

Permit support work is intended to include:

- Preparation and submission of permit applications to the various local, state, and federal agencies having jurisdiction
- Prepared responses to agency questions/clarification and or modifications needed for permit compliance
- Incorporation of agency permit requirements and conditions into the project plans and specifications for a complete ready to bid package
- Permit approvals from all necessary local, state, and federal agencies having jurisdiction necessary for full design plan implementation and construction.

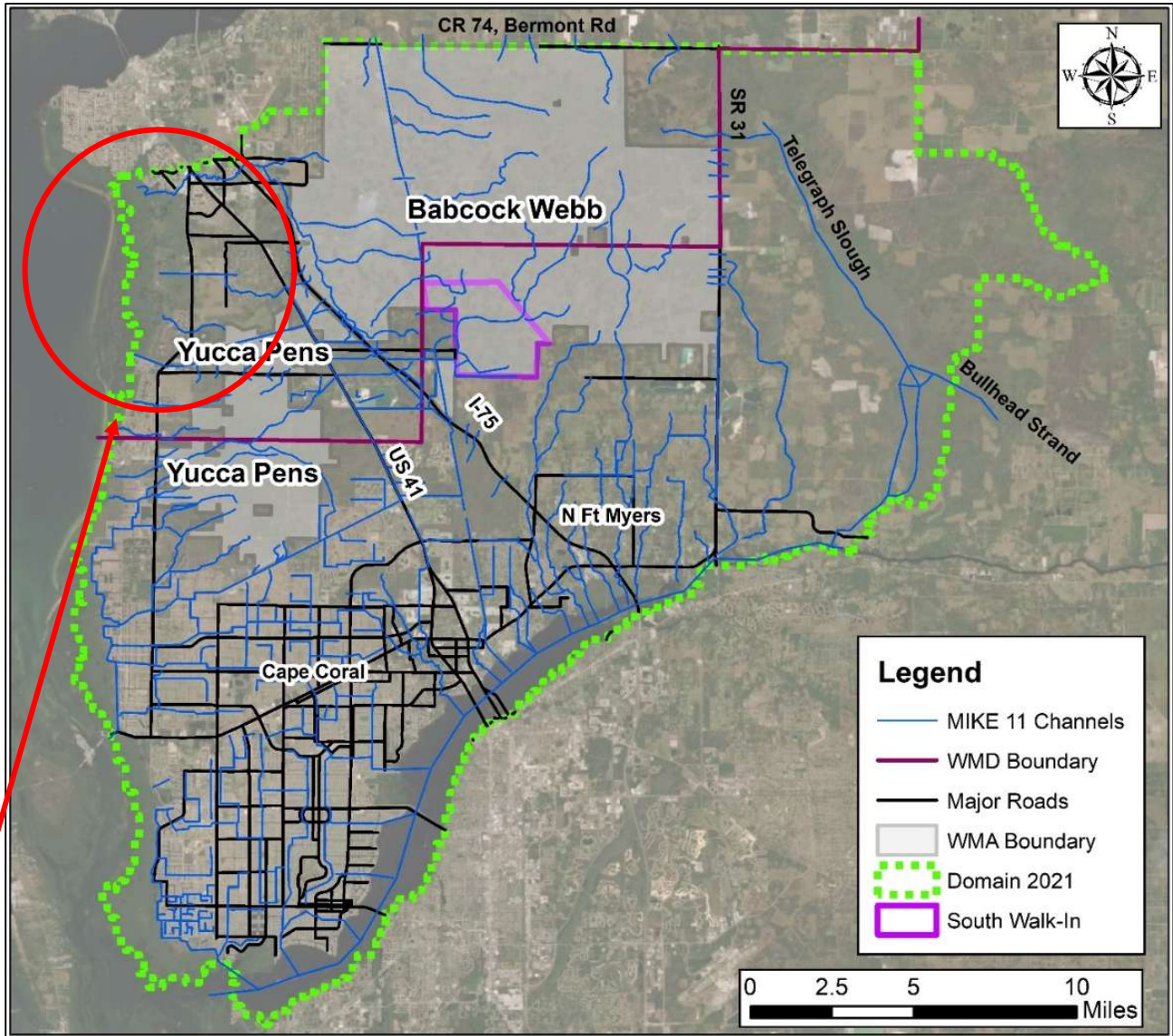
ATTACHMENT 1

Designing Wetland Habitat Enhancement and Flooding Improvements for Charlotte Harbor Flatwoods (FL)

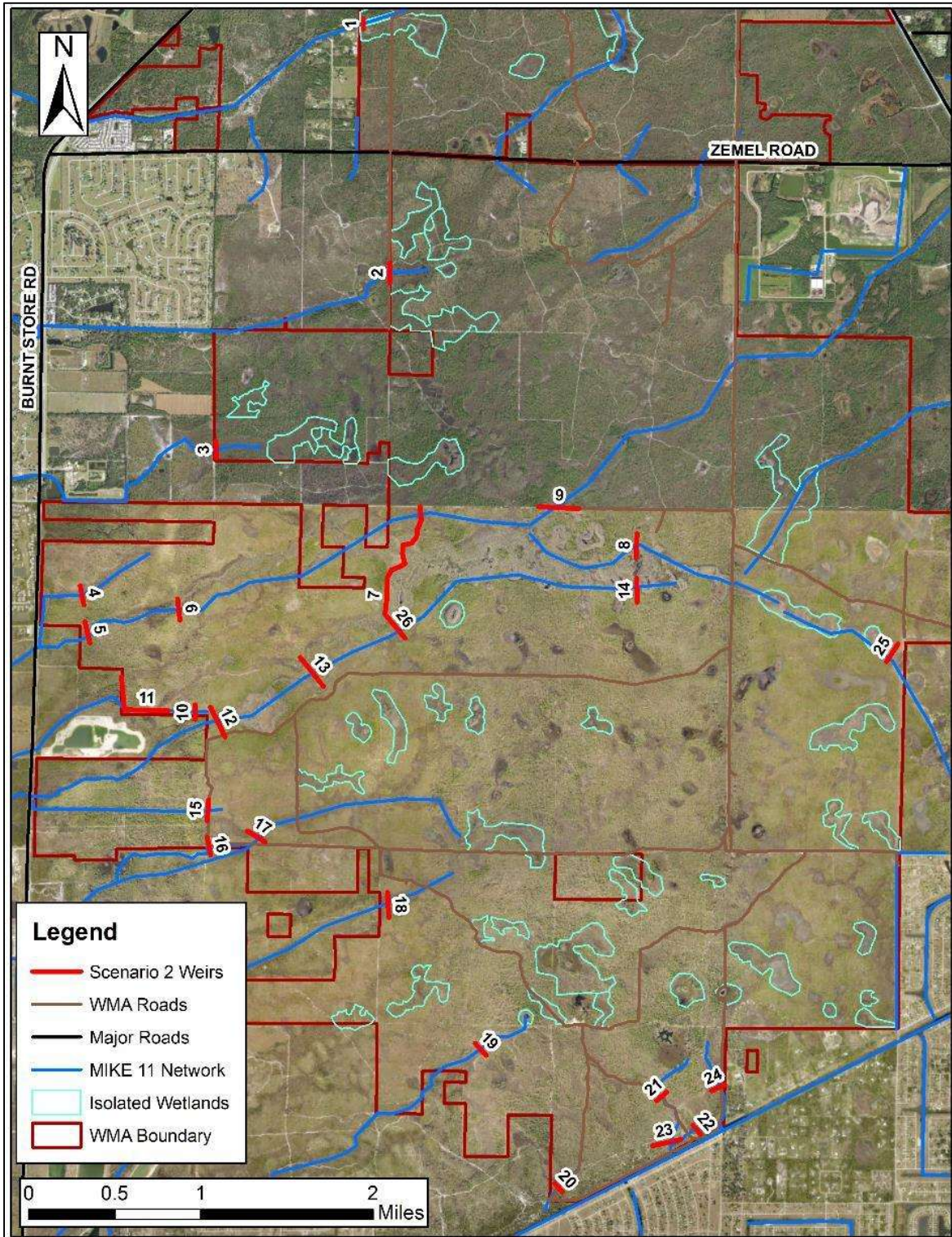
Project Objectives
Restore drainage of unnaturally impounded Babcock Webb water
Increase groundwater recharge
Fish & wildlife habitat enhancement
Flow enhancement to Charlotte Harbor



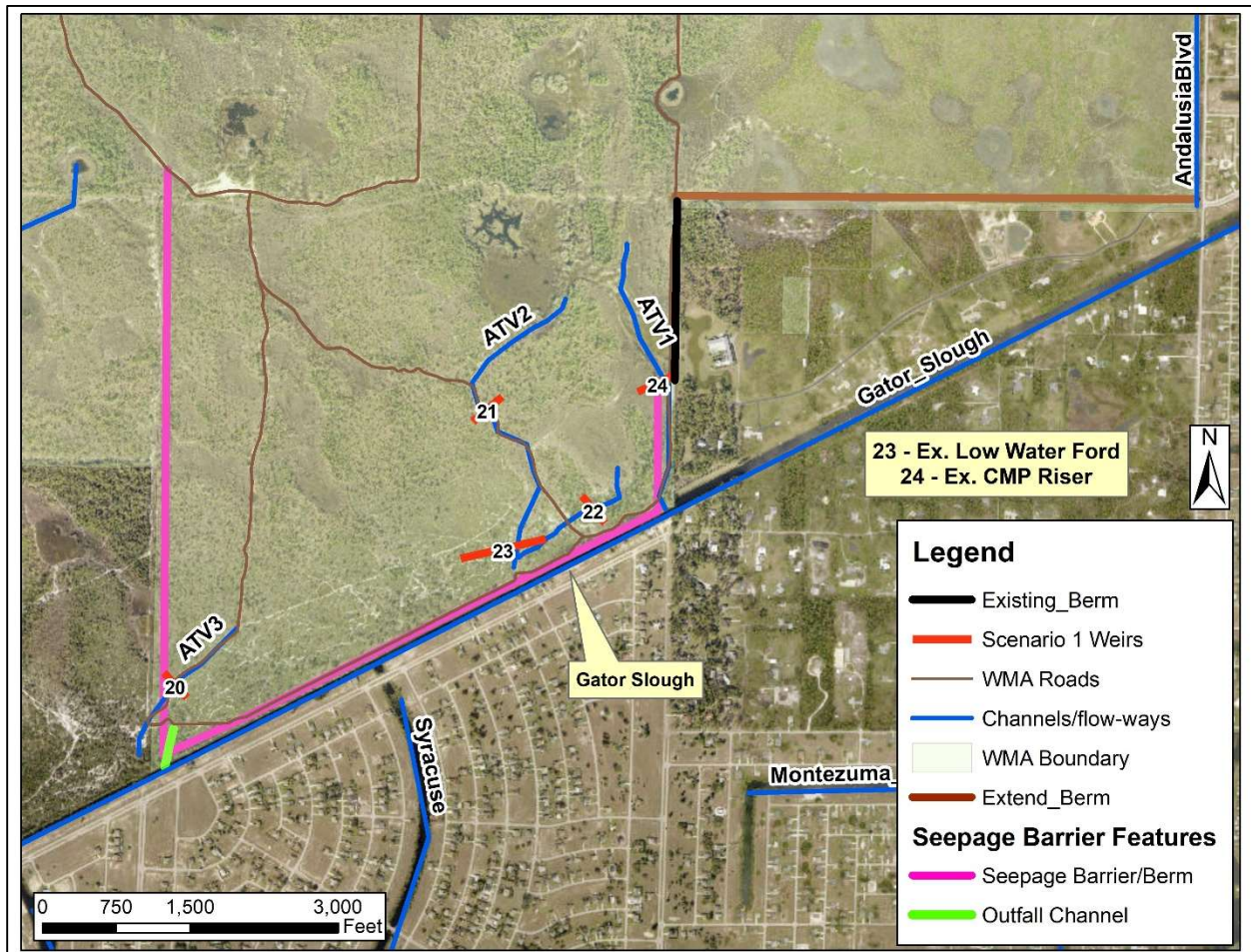
Project Area: Yucca Pens Wildlife Management Area (WMA)



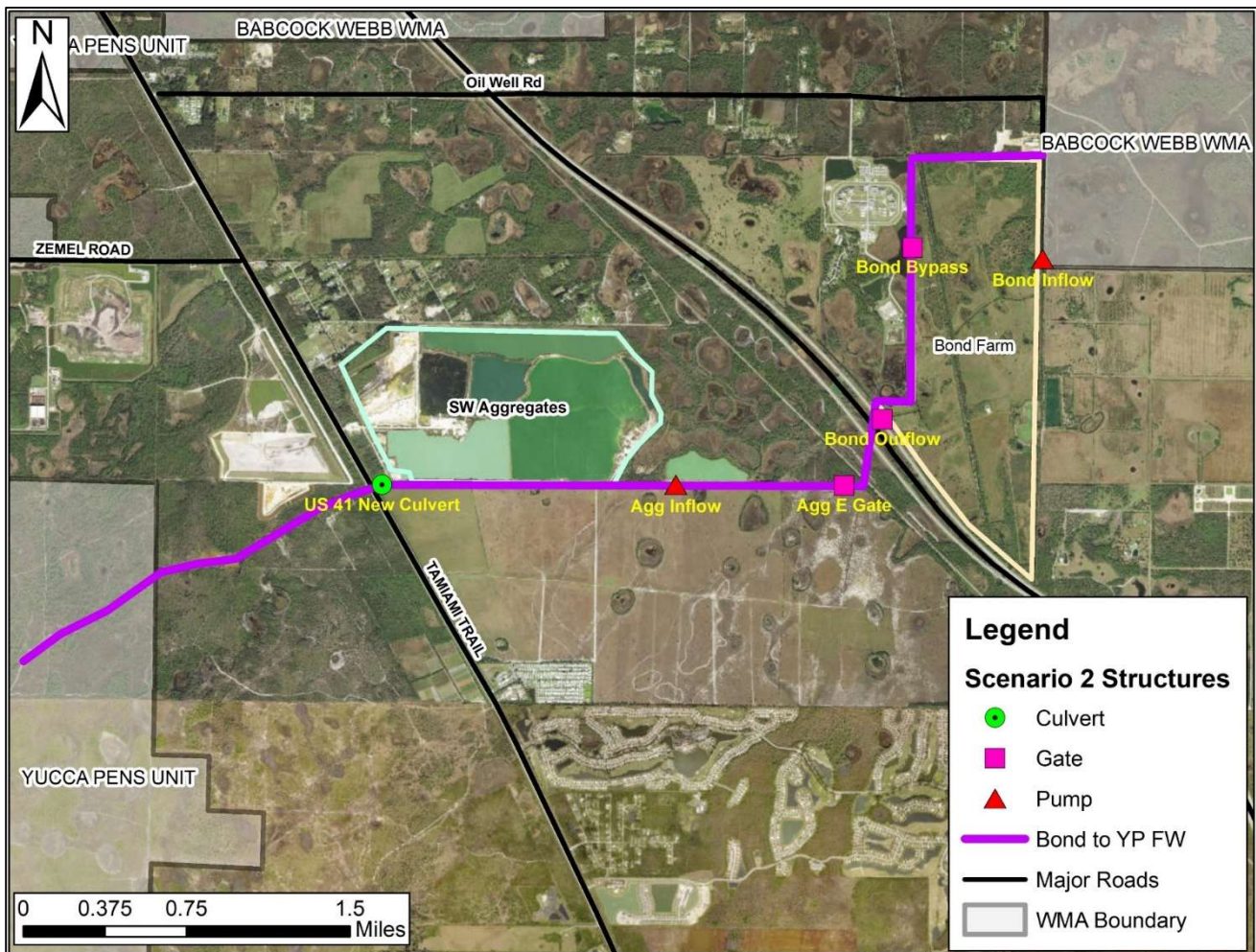
*Charlotte Harbor Flatwoods Hydrologic Restoration
 Project Area and Model Domain
 Current Project Area: Yucca Pens Wildlife Management Area (WMA)*



Scenario 1: Map of Proposed ATV Trail Ditch Blocks, Weirs/Low Water Fords in Yucca Pens WMA



Scenario 2: Map of Potential Restoration Measures (Groundwater Seepage Barrier) in South Yucca Pens WMA



*Scenario 3: Additional water delivered from Bond Farm Hydrological Enhancement Impoundment (Bond Farm HEI) to Yucca Pens WMA via proposed flow-way (purple) and pipeline along U.S. 41 (Outflows of 20cfs during 2 months of dry season Dec-Jan)**

**Bond Farm HEI: FDEP ERP No. 0375475-001 EI & State 404 Program Individual Permit No. 0375475-004 SFI*

END OF PART II

**PART III
PROPOSAL FORMAT & EVALUATION METHOD**

RP-28 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:

Jennifer Hecker, Executive Director, CHNEP
Ken Stecher, Operations Manager, Utilities
Brandon Moody, Water Quality and Resiliency Manager, Administration

RP-29 PROPOSAL FORMAT: Firms shall prepare their proposals using the format outlined in the Consultant Evaluation Form on pages 22 and 23.

RP-30 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 designer on the project and his/her qualifications. Provide a statement indicating that the designer will not be substituted without the express permission of the County.

D. Experience and References – Each submitter shall supply references indicative of experience in other projects of similar size and complexity. Said reference list shall include the Company name, a contact name, a project description and telephone number. A reference list is also required for the lead designer that will be assigned specifically to this project and shall include the Company name, a contact name, a project description 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-31 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 20**. As mentioned in PROPOSAL FORMAT, the proposals should be prepared using the format outlined in the Consultant Evaluation Form on pages 22 and 23.

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-32 ANTICIPATED SCHEDULE: The projected schedule of events for this proposal is as follows:

02/04/26	County advertises for proposals
03/04/26	Proposal due date
03/24/26	Professional Services Committee short lists firms

EVALUATION FORM

**CONSULTANT EVALUATION FORM
CHARLOTTE COUNTY, FLORIDA**

**RFP# 20260279, DESIGN – WETLAND HABITAT ENHANCEMENT AND FLOODING IMPROVEMENTS
CHARLOTTE HARBOR FLATWOODS**

<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 1. Project Manager 2. Other Key Personnel 3. Consultants	1-5		X 10	
II. PROPOSED MANAGEMENT PLAN A. Team Organization 1. Program Management, Scheduling, and Logistics 2. Data Collection, Survey Work, Modeling and Analyses 3. Project Meetings 4. Design Plans/Permit Application and Support	1-5		X 10	
III. PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECT A. Describe the frequency with which those parties described in Section II have coordinated in the past to accomplish projects similar to that which is described in this RFP. If applicable, provide an overview of the most recent project by which the responsible parties coordinated with one another on a project similar in design/scope to what is described in this RFP. If those parties described in Section II have not coordinated on past projects similar in design/scope to this RFP, provide an overview of the most recent project of any scope in which the parties have coordinated with one another.	1-5		X 10	
IV. PROJECT CONTROL A. Schedule – Describe process and requirements for communication and negotiation of unanticipated changes to the sample collection/analysis schedule (as requested by either the County or Contractor). B. Cost 1. Describe process and requirements for communicating and negotiating any changes in cost to sample collection or analyses as a result of unforeseen circumstance. 2. Demonstrate ability to meet project cost control. 3. Who will be responsible for cost control? C. Recent, current and projected workload	1-5		X 10	
V. PRESENT PROPOSED DESIGN APPROACH FOR THIS PROJECT A. Describe processes for scheduling, coordinating, and executing data collection, survey work, H&H modeling and other analyses as requested by the client. B. Describe processes for conducting project meetings, providing written responses to stakeholder comments and providing notes as requested by the client. C. Describe processes for preparation of preliminary and final design plans for the project as well as preparation of permit applications and responses to permitting agencies questions/clarification and or modifications needed for permit compliance as requested by the client.	1-5		X 20	
VI. PRESENT EXAMPLES OF RECENTLY ACCOMPLISHED SIMILAR PROJECTS A. Describe the projects that demonstrate the ability to accomplish the proposed approach described in Part V.	1-5		X 17	

**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:	Yes _____ No _____
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.	
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	<input type="checkbox"/>	PARTNERSHIP	<input type="checkbox"/>
CORPORATION	<input type="checkbox"/>	JOINT VENTURE	<input type="checkbox"/>

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
------------------	-----------------------------

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 and returned)

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

Charlotte County Contract #20260279

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)