



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: JULY 22, 2025

RE: ADDENDUM #4, RFP NO. 20250482, EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS – ANNUAL CONTRACT

PROPOSAL DUE DATE: 3:00 p.m. (EST), JULY 24, 2025

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 CORRECTION: Addendum #4, question 3, referred to Professional Liability Insurance being required for this project. Please note that Professional Liability Insurance is NOT required for this project.

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20250482. Firms are required to acknowledge receipt of this addendum on their proposal forms.

Kimberly Corbett

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

KC/at

cc: 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: JULY 21, 2025

RE: ADDENDUM #3, RFP NO. 20250482, EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS – ANNUAL CONTRACT

PROPOSAL DUE DATE: 3:00 p.m. (EST), JULY 24, 2025

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. In the Scope of Services it notes that services may include scheduled and emergency work. It also notes that the County plans on awarding between 1 & 3 contractors. Regarding the emergency portion, is the County's intent to have a contractor on call 24 hours a day, 7 days a week for the entire year?

A1. Yes.

Q1a. If so, will the County have the several contractors on a rotating schedule?

A1a. As stated in the proposal document in RP-06 Project Description, "It is the intent to award to a Primary and a Secondary Contractor only." If the Primary Contractor is unable or unavailable to perform the necessary repairs, the Secondary Contractor will be called in.

Q2. What is the required mobilization time requirement for emergency work?

A2. Mobilization will depend on the severity of the repair, ranging from a few hours to a couple of days.

Q3. Is Professional Liability Insurance required?

A3. Yes.

Q4. Is a bid bond required?

A4. This is a Request for Proposals for an annual contract. No bid bond is required.

Q5. What is the Engineer Estimate / Budget?

A5. This RFP is for an annual contract for repairs that may become necessary during the term of the contract. We are unable to foresee how much work may be required.

Q6. Please confirm no liquidated damages.

A6. There are no liquidated damages.

ITEM #2 ADDITIONAL INFORMATION: Awarded Contractors are required to furnish a Performance and Payment Bond in the amount of 100% of the total project price **for any work orders assigned with an estimated cost in excess of \$200,000**. Contractors shall be responsible and bear all costs associated to record Performance and Payment Bond with the Charlotte County Clerk of Court Office. Receipt of said recording shall be furnished to the Purchasing Division for those Work Orders.

ITEM #3 CORRECTION: On page 4 of the proposal document, RP-02 Contract Awards/Term of Contract, it states:
“The County anticipates entering into a contract with one (1) firm or more (no more than three (3)) who submit the proposal judged to be the most advantageous to the County.”

Please correct this to read:

“The County anticipates entering into contracts with one (1) or more firms (no more than two (2)) who submit the proposals judged to be the most advantageous to the County.”

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20250482. Firms are required to acknowledge receipt of this addendum on their proposal forms.



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

KC/at

cc: 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: JULY 11, 2025

RE: ADDENDUM #2, RFP NO. 20250482, EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS – ANNUAL CONTRACT

PROPOSAL DUE DATE: 3:00 p.m. (EST), JULY 24, 2025

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. In reviewing the bid docs, section RP-22 references the Consultant Evaluation Form on pages 13 & 14. Pages 13 & 14 in the bid docs are the bid pricing submittal form. We do not see any document titled Consultant Evaluation Form in the bid documents. Could you please advise.

A1. For this project, the 'Consultant Evaluation Form' isn't a form, but a table that is being utilized. The table is listed on page 12, under RP-24 Evaluation Method and Criteria. Please see below.

Please correct RP-22 to read, "Firms shall prepare their proposals using the format outlined in RP-24, page 12, Evaluation Criteria".

Project Description EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS – ANNUAL CONTRACT	Date	
Project Location Charlotte County, Florida	Project No: 20250482	
Evaluation Criteria	Value	Assigned Value
A. Report on the Firm	45	
B. Project Approach	20	
C. Price Proposal	35	

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20250482. Firms are required to acknowledge receipt of this addendum on their proposal forms.

Kimberly Corbett

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

KC/at

cc: 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: JULY 2, 2025

RE: ADDENDUM #1, RFP NO. 20250482, EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS – ANNUAL CONTRACT

PROPOSAL DUE DATE: 3:00 p.m. (EST), JULY 24, 2025

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: If we do not own certain equipment or supplies, are we still required to provide a repair rate, or should those fields be left blank? Many of the listed items would typically fall under Materials, Rental Equipment, or Subcontracted Work—categories for which we are instead asked to provide markup percentages. Please advise.

A1: If you do not own certain equipment or supplies, leave that field blank as those items would be covered under the appropriate mark-up categories.

ITEM # 2 CORRECTION

A Certified Specialty Structure license is not sufficient for the scope of work in this project. Please remove 'Certified Specialty Structure' from page 1, and page 14. To reiterate, a Certified Specialty Structure license will not cover the work required in this Request for Proposals.

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20250482. 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/at

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. 20250482
EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS –
ANNUAL CONTRACT

This is an annual contract for a licensed Contractor able to provide services for Charlotte County Utilities for Emergency Repairs of Water, Wastewater, and Reclaimed water systems. Services may consist of, but not be limited to, labor and material necessary to repair potable water mains, wastewater gravity mains, force mains, reuse/reject water mains, vacuum mains, installation of new mains, services, laterals, hydrants and valves, and replacement of existing manholes, hydrants, trenches and restoration as directed.

The license(s) required to perform the services for this project is a Certified/Registered General, Certified/Registered Master Plumber, Certified Specialty Structure, or Certified/Registered Underground Utilities.

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), JULY 24, 2025
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 254822. Any questions can be answered by contacting Alisa L. True, CPPB, Senior Contract Specialist at 941.743.1549, or email: Alisa.True@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: June 26, 2025



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 #20250482, EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS – 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 Alisa.True@CharlotteCountyFL.gov

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WATER SYSTEMS – ANNUAL CONTRACT
RFP NO. 20250482

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**REQUEST FOR PROPOSAL
EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER
SYSTEMS - ANNUAL CONTRACT
RFP 20250482**

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., JULY 24, 2025.**

RP-02 CONTRACT AWARDS/TERM OF CONTRACT: The County anticipates entering into a contract with one (1) firm or more (no more than three (3)) who submit the proposal judged to be most advantageous to the County. The term of the contract will be effective from date of award up to and including September 30, 2026 with option to renew for two 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 Alisa.True@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:

A. In order to control the cost of preparation, submittals should be limited to a maximum of 50 pages, excluding cover letter, index, dividers, resumes, and the required forms.

B. 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 PROJECT DESCRIPTION: It is the intent of Charlotte County Utilities Department (CCU) to secure the services from one (1) or more legal entities authorized to do business in Florida to provide non-exclusive services for Emergency Repairs of Water, Wastewater, and Reclaimed water systems. The services will include all necessary parts, materials, labor, mileage, travel time, expenses, and equipment. The intent is to award to a Primary and Secondary Contractor only.

These services may consist of, but not be limited to, the following:

1. Repair potable water mains,
2. Repair wastewater gravity mains,
3. Repair wastewater force mains,
4. Repair wastewater Vacuum Systems,
5. Repair Low Pressure Sewer (LPS) systems,
6. Lift Station Repairs, (Non-Electrical)
7. Repair reuse water mains,
8. Repair reject water mains,
9. Install new mains,
10. Install new services,
11. Install new laterals,
12. Install new hydrants,
13. Install new valves,
14. Replace existing manholes,
15. Replace existing hydrants,
16. Replace existing valves,
17. Excavating services,
18. Back-filling trenches,
19. Disposing of surplus material from trenches,
20. Providing suitable backfill material,
21. Restoration as directed.

Services requested may include scheduled and emergency work. Response time considerations and the wide range of services required dictate that the County will, in all likelihood, make multiple awards. As mentioned, the intent is to award to a Primary and a Secondary Contractor.

Normal working hours is typically Monday through Friday, excluding recognized holidays, between 7:00 a.m. and 6:00 p.m. The successful Contractor(s), however, shall be capable of providing emergency services 24-hour/day, seven (7) day/week. Work performed during emergency, after-hours calls, and holidays will be reimbursed at one and one half (1½) times the hourly labor rate submitted by the firm and shall be billed according to actual time worked. Charlotte County recognizes the following holidays:

Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Day

Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day

RP-20 SCOPE OF SERVICES: As a minimum, the successful proposer(s) will be required to comply with or provide the following:

1. Timely written or verbal estimates, depending on the situation.
2. Safety requirements according to OSHA Standards for General Industry 29 CFR Part 1910 and OSHA Standards for the Construction Industry 29 FR Part 1926.
3. Maintenance of Traffic (MOT) according to Charlotte County policy as per attached
4. Proper siltation control, dewatering, sheeting, bedding and backfilling of all excavation, as required.
5. Pumps and/or tanker trucks to provide bypass wastewater flow to prevent customer service outages during work activities.

6. Proper compaction of all excavations under public roadways as required and the ability to provide compaction and documented density testing according to requirements of the FDOT and Charlotte County Public Works Department for all excavations under State-owned roadways from a certified testing company at the expense of the Contractor.
7. Proper concrete, road base, and asphalt restoration for sidewalks, curbs, driveways, parking areas, and County-owned roadways - restoration on impacted areas to be completed in ten (10) working days unless otherwise approved by CCU representatives.
8. Restoration services for turf and landscaping removed or damaged by construction activities - restoration on impacted areas to be completed in ten (10) working days unless otherwise approved by CCU representatives.
9. Damage repair services for public and private property, such as fences, lawn sprinklers, entry/exit points to the worksite, and other physical structures removed or damaged by construction activities - restoration on impacted areas to be completed in ten (10) working days unless otherwise approved by CCU representatives.
10. A warranty policy meeting or exceeding industry standards.
11. Follow and comply with state and local laws pertaining to water distribution, wastewater and reuse water spill prevention, containment, and mitigation.
12. A foreman with pickup truck and standard hand tools.
13. Well point equipment with up to 20 well points.
14. Percentage of markup on any rental equipment.
15. Percentage of markup on subcontracted work (i.e., concrete, asphalt, MOT setup).

END OF PART II

**PART III
PROPOSAL FORMAT & EVALUATION METHOD**

RP-21 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:

Ken Stecher - Operations Manager - Utilities
Pedro Agosto – Project manager – Facilities Construction and Maintenance
Raymond Slade - Project Manager – Public Works

RP-22 PROPOSAL FORMAT: Firms shall prepare their proposals using the format outlined in the Consultant Evaluation Form on pages 13 and 14.

A. Report on the Firm

1. history of the firm, its corporate structure, years in business, current facility, fleet, and inventory resources, and areas of expertise – provide any additional information that may assist the County in evaluating the proposal
2. capabilities and technical background of dedicated staff
3. list current or past clients for whom the firm is providing or has provided similar service program within the past three (3) years – include description of services, scale of program, point of contact for each, verify service levels and capability of the proposer to provide these services

B. Project Approach - Describe, in detail, the proposed strategy for providing the services as listed. Include emergency and non-emergency response times, list of available equipment and personnel, safety procedures, and warranty policy.

C. Price Proposal - Provide a description of the total costs associated with this scope of work and detail all direct expense costs for all anticipated services. Compensation methods shall include hourly rates for intended personnel and equipment, mobilization/demobilization costs, and the mark-up on materials and any anticipated sub-contracted services.

RP-23 PROPOSAL REQUIREMENTS: In addition to the information required in the Consultant Evaluation Form, provide the following information:

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-24 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 11**. As mentioned in PROPOSAL FORMAT, the proposals should be prepared using the format outlined below on the Consultant Evaluation Form.

Project Description EMERGENCY REPAIRS OF WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS – ANNUAL CONTRACT	Date	
Project Location Charlotte County, Florida	Project No: 20250482	
Evaluation Criteria	Value	Assigned Value
A. Report on the Firm	45	
B. Project Approach	20	
C. Price Proposal	35	

B. Selection - The Professional Services Committee shall evaluate the proposals submitted. 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-25 ANTICIPATED SCHEDULE: The projected schedule of events for this proposal is as follows:

06-26-2025	County advertises for proposals
07-24-2025	Proposal due date
08-14-2025	Professional Services Committee short lists firms

END OF PART III

PART IV –SUBMITTAL FORMS

SUBMITTAL FORMS to be completed and included with all submittals by the submitting firm(s).

Equipment Description	Scheduled Repair Rate (per hour)
Small Loader	\$
Large Loader	\$
Dozer	\$
Tractor with Street Broom	\$
Single Axle Transport	\$
Tandem Axle Transport	\$
Compactor	\$
Roller	\$
Crossing Plate 4' X 4'	\$
Crossing Plate 8' X 12'	\$
Temporary Concrete Barrier Walls w/set up & delivery	\$
Equipment Truck	\$
Lowboy with Tractor	\$
Tanker Trailer with Tractor	\$
Trailer	\$
Tandem Axle Dump Truck	\$
Tri Axle Dump Truck	\$
Water Tank Truck	\$
Air Compressor with Jack Hammer and Hoses	\$
Trench Box	\$
3" Pump with Hoses	\$
4" DD Pump with Hoses	\$
4" Vacuum Pump with Hoses	\$
6" Vacuum Pump with Hoses	\$
8" Hydraulic Pump with Hoses	\$
Test Pump	\$
Hand Test Pump	\$
Light Tower	\$
Chain Saw	\$
Cut off Saw - Pipe Saw	\$
Pipe Tapping Machine	\$

NAME OF FIRM _____

(This form must be completed and returned)

Pipe Laser	\$
Traffic Cones	\$
Type I Barricades	\$
Type II Barricades	\$
Type 111 Barricades	\$
Typical Construction Zone Informational Sign	\$
Portable Lighted Traffic Arrow Sign	\$
Cement Mixer	\$
Equipment Operator	\$
Foreman	\$
Skilled Laborer	\$
Laborer	\$
Truck Driver	\$
Well Pointing Equipment	\$
Jet Pump	\$
3.5 KW Generator	\$
5 KW Generator	\$
25 KW Generator	\$
Tracked Hydraulic Excavators - compact, HP 25-30 gross, Digging Reach-15 feet, operating weight-3,500 lbs with front grading blade	\$
Tracked Hydraulic Excavators - light, HP 55 gross, digging reach-18 feet, operating weight-15,000 lbs with front grading blade	\$
Tracked Hydraulic Excavators - medium, HP - 92 gross, digging reach-25 feet, operating weight - 32,000 lbs	\$
Rubber Tire Backhoe Loader-4wd, HP - 83 gross-front loader capacity-5,000 lbs-operating weight-14,500 lbs, backhoe bucket capacity-1 cubic yard, digging depth -14'	\$

Materials Mark Up _____% over Contractor's invoice

Markup on Rental Equipment _____% over invoice

Markup on Subcontracted work (i.e. concrete, asphalt, MOT set-up) _____% over invoice

Work performed during *emergency, after hours calls and holidays will be reimbursed at one and one half (1½) times the hourly labor rate submitted by the firm and shall be billed according to actual time worked. *An emergency is defined as any response other than between the normal working hours of 7:00 a.m. through 6:00 p.m., Monday through Friday, excluding recognized holidays.

Note: The license(s) required to perform the services for this project is a Certified/Registered General, Certified/Registered Master Plumber, Certified Specialty Structure, or Certified/Registered Underground Utilities.

NAME OF FIRM _____
(This form must be completed and returned)

PROPOSAL SUBMITTAL SIGNATURE FORM

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 #20250482

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)



Charlotte County
Community Development Department
 18400 Murdock Circle, Port Charlotte, FL 33948-1074
 Phone: 941.743.1201 Fax: 941.764.4907
 Zoning: 941.743.1964 Toll Free from Englewood: 941.697.2919
 Email: BuildingSvc@CharlotteFL.com
www.CharlotteCountyFL.gov
"To exceed expectations in the delivery of public services"

Official Use Only

Fee Schedule for Permits & Associated Services

Building, Right-of-Way, Zoning, Planning & Mapping

(Surcharges Amended & Effective on October 1, 2010 in accordance with Section 553.721 of the Florida Statutes)

Valuation Based Permits (note: a 3% Surcharge, \$4 minimum, is added to the fee; Plans Review Fees may also apply) The following permit types have their fee based on building valuation. Valuation comes from the most recent Building Valuation Data (BVD) normally published each February & August by the International Code Council (ICC) on the ICC website www.iccsafe.org
 Only a signed and sealed contract may be substituted for valuation purposes in order to appeal the calculated fee and only if the contract includes all phases of construction including contractor overhead and profit.

- | | | |
|---|---|--------------------------------|
| • One & Two Family, Commercial and Multifamily types less than \$50,000 in valuation: | = | \$90 |
| • One & Two Family types more than or equal to \$50,000 in valuation: | = | Valuation x 0.004 = Permit Fee |
| • Commercial & Multifamily types more than or equal to \$50,000 in valuation: | = | Valuation x 0.005 = Permit Fee |

Flat Fee Based Permits (unless valuation is at or above \$50,000 (note: a \$4 Surcharge is added to the fee))

These permits MAY be eligible for a discounted fee of \$45 each plus the \$4 surcharge each if the following conditions are met: 1) The permits are for individual units in one condo building OR are consecutive houses on the same street, 2) The permits are all of the same type for the same work, 3) More than 10 (ten) permits are required, and 4) Inspections are called in in multiples of five or more.

Flat Fee for the following:		=	\$90
Baby Barrier	Door	Irrigation System	Shed (Stick Built)
Barn	Electrical Power Pole	Kitchen Hood	Shed (DCA > 100 sq. ft.)
Boatlift	Electrical Service Change	LP Tank	Solar Photovoltaic
Cage	Fire Alarm	Parking Lot Milling	Spray Booth
Carport	Fire Sprinkler	Parking Lot Restripe	Sign
Communication Tower	Fire Suppression System	Parking Lot Resurface	Tent
Deck	Fuel Tank	Pool Heater	Water Heater
Demolition	Hood Suppression	Plumbing	Window Replacement
Dock	Hurricane Protection	Sewer Connection	

Special Flat Fee Based Permits (unless valuation is at or above \$50,000 (note: a \$4 Surcharge is added to the fee))

Flat Fee for the following:		=	\$200
DCA Home	Mobile Home	Residential Interior Remodel	
Garage	Residential Addition	Swimming Pool	

Plans Review*/Inspections

Pre-Application (this fee is credited towards the permit fee when the permit is issued):

- | | | |
|-----------------------------------|---|-------|
| • Single Family Residential Types | = | \$150 |
| • Commercial/Multifamily Types | = | \$200 |

Plans Review Rejection:

- | | | |
|-------------------------------------|---|-------|
| • 1 st Rejection | = | \$0 |
| • 2 nd Rejection | = | \$75 |
| • 3 rd Rejection | = | \$150 |
| • 4 th or more Rejection | = | \$225 |

Plans Amendment/Change:

- | | | |
|---------------|---|------|
| • Residential | = | \$50 |
| • Commercial | = | \$75 |

Re-Stamp of Plans:

Re-Inspections:

- | | | |
|-----------------------------------|---|-------|
| • 1 st Re-Inspection | = | \$50 |
| • 2 nd Re-Inspection | = | \$100 |
| • 3 rd + Re-Inspection | = | \$150 |
| • Partial Inspection | = | \$50 |

*(non-refundable)

Miscellaneous

Expired Permit Renewal – 2 or more renewals require a letter of hardship addressed to the Building Official

Renewal Type	Initial permit cost (building)	Renewal cost
Flat Fee Trade permits	\$90	\$90 per renewal
All other permits – 1 st Renewal	Various	\$200 or 25% of the initial building fee whichever is greater
All other permits – 2 nd Renewal	Various	\$200 or 50% of the initial building fee whichever is greater
All other permits – 3 rd Renewal	Various	\$200 or 75% of the initial building fee whichever is greater
All other permits – 4 th Renewal	Various	\$200 or 100% of the initial building fee whichever is greater

Moving Permit (both in & out of county) = \$90

Permit Extension Request (1 st 90 days – in writing & made prior to permit expiration)	=	\$63
Permit Extension Request (2 nd 90 days – in writing & made prior to permit expiration)	=	\$100
Stop Work Order (i.e. to have the SWO lifted)	=	\$50
Temporary Certificate Of Occupancy – Must be requested in writing to the Building Official		

Time Period	1st 30 Days	2nd 30 Days	3rd 30 Days	Additional 30 day periods
Residential	\$ 100.00	\$ 200.00	\$ 300.00	\$ 600.00
Commercial	\$ 200.00	\$ 400.00	\$ 500.00	\$ 900.00

Right of Way & Stormwater Division

(Note: Right of Way Permits expire after one (1) year unless a renewal fee of \$29 is paid.)

Right of Way Permit or Service:

Line & Grade	\$310
Pool	\$90
Right of Way Plans Review or Permit	\$90
Right of Way Utility Permit	\$140
Re-Inspection	\$90

Stormwater

10 acres or less	\$580
More than 10 acres	\$580 + \$21 per acre over 10 acres

Zoning Division

Permits & Plans Review

Seawalls, Boat Lifts and Docks	\$95
Fence (Residential or Commercial)	\$30
Residential and Commercial Miscellaneous	\$22
Signs (including additional and temporary signs)	\$22

Temporary Event/Use Permits/Reviews

Type 1 (small)	N/A
Type 2 (medium)	\$300
Type 3 (large)	\$1,000

Plans Change

Commercial	\$22
Residential	\$22

Environmental Reviews

Commercial or Multifamily Landscape/Tree Permit	\$80
Commercial or Multifamily Landscape/Tree Permit (RESUBMITTAL)	\$50
Single Family or Duplex Landscape/Tree Permit	\$70
Single Family or Duplex Landscape/Tree Permit (RESUBMITTAL)	\$50
Environmental Inspections & Mulching Permit	\$55

Density Transfers

Certification of a Sending Zone	\$655
Transfer of Density Units W/Certificate	\$45
Transfer of Density Units	
W/Certification of Sending Zone	\$700
Transfer of Density Units W/LATF	\$130
Appeal of TDU ordinance	\$1,485

Plans Review/Inspection/Re-Inspection

New Commercial Review	\$65
Commercial Re-Submittal	\$50
Single Family-Residential Review	\$50
Single Family Re-Submittal	\$50
Zoning Re-Inspection	\$50

Miscellaneous

Zoning Verification Letter	\$35
Permit/Code Case/Lien Research Request	\$35
Minor Home Occupation	\$50

Current and Comprehensive Planning

Appeal (of a decision by the Zoning Official)	\$235
Special Exception or Variance (See Zoning Code for list)	\$880
Variance - Administrative (See Zoning Code for list)	\$175
BZA Administration	\$180
P&Z or BCC Continuance	\$220
Small Scale Plan Amendment	\$2,490
Large Scale Plan Amendment	\$2,640
Small Scale Plan Amendment & Rezoning (no PD)	\$2,490
Rezoning (no Planned Development)	\$2,490
Rezoning for Planned Development	\$4,540
Major Modification of Planned Development	\$2,590
Community Development Districts	\$15,000
DRI Master Development Order	\$22,000
DRI Substantial Deviation	\$22,000
DRI Amendment (Notice of Proposed Change)	\$3,350
DRI Bi-Annual Report Administrative Fee	\$250

Note: Excessive recording or advertising costs will be paid by the applicant.

Land Information & Mapping Division

Street Name Changes – Public	\$460	Data disc (CD/DVD)	\$35
Street Name Changes – Private	\$405	Aerial prints (black & white)	\$10
Address Verification Letter	\$15	Aerial prints (color)	\$31.05
Address Number Change	\$15	Aerial images on disc (All-county)	\$35
Address Permit Review (Per Unit)	\$15	Mailing – tube	\$3
Property Owner Notification (Per 25 Letters)	\$15	Mailing – postage as dictated by USPS (\$4.80 minimum)	varies
Hourly specialized map rate	\$41.20/hour	Data on supplied Flash Drive	N/C

Impact Fees (please see the fee schedule online at www.charlottecountyfl.com/GrowthManagement/ImpactFees.asp)

**CHARLOTTE COUNTY
PUBLIC WORKS DEPARTMENT
CHARLOTTE COUNTY, FLORIDA**

POLICY

Subject: Maintenance of Traffic (MOT) Policy	Effective Date: August 5, 2019	From: Joanne Vernon, County Engineer
Applies to: All Employees of the Charlotte County Board of County Commissioners	Last Amended: March 2025	Page: 1 of 6 pages

The purpose of this policy is to provide instructions to assure that all work being performed in the County's rights-of-way are performed under both The Manual of Uniform Traffic Control Devices (MUTCD) and The Florida Department of Transportation (FDOT) Roadway & Traffic Design Standards thus, assuring a safe environment for both the worker(s) and driver(s) on all County roads. Short term projects that last only a few hours will not be held to the same planning outlined in this policy however they shall still be subject to MUTCD and FDOT standards. The entire MOT Policy must be followed even if it is more stringent than the MUTCD and FDOT standards.

This policy shall apply to all work in the rights-of-way including that performed by contractors working for the County, contractors working for developers, utility companies (including work being performed by their personnel or contractors/sub-contractors) and all County work forces within each department of each division. Both internal requirements (departmental) as well as external requirements (contractors) are governed by this policy. A copy of this policy shall be attached to all permits for contractor compliance. All instruction references to the MUTCD Part VI and Index 600 of the Florida Department of Transportation Design Standards, shall apply to the latest edition.

The contractor shall at all times take every available precaution to safeguard the public as well as the construction workers. The contractor's personnel shall comply with the Maintenance of Traffic requirements, comply with reasonable requests from County employees, and act courteously with the public.

1. All personnel working within the County's rights-of-way shall at **ALL** times, wear FDOT approved safety vests, including those who may be periodically on-site and out of their vehicles, i.e., supervisors, foreman, testing personnel, etc.
No personnel in the County's rights-of ways shall wear headphones or earbuds.
2. Each contractor shall submit a Maintenance of Traffic Plan for any construction project involving work or activity that may affect traffic on any County street, roadway, bike path, or sidewalk, and obtain approval prior to

**CHARLOTTE COUNTY
PUBLIC WORKS DEPARTMENT
CHARLOTTE COUNTY, FLORIDA**

POLICY

Subject: Maintenance of Traffic (MOT) Policy	Effective Date: August 5, 2019	From: Joanne Vernon, County Engineer
Applies to: All Employees of the Charlotte County Board of County Commissioners	Last Amended: March 2025	Page: 2 of 6 pages

the start of the project. The MOT plan submitted will only be good for 60 days from the date approved. If work does not commence prior to the 60 day timeframe, a new MOT plan must be submitted and approved prior to any construction beginning.

3. The MOT Plan shall consist of one or more engineering drawing(s) signed and dated by a person certified by the International Municipal Signal Association (IMSA), Florida Intermediate or American Traffic Safety Services Association (ATSSA), in work zone traffic safety, qualified and knowledgeable in the field of traffic engineering, detailing traffic control for any road construction, detours, or road closures. If any changes to the MOT occur during any phase of the project, a revised MOT Plan shall be immediately submitted and approved reflecting all changes.
4. For all work within the County rights-of-way, where construction operations will alter traffic activities, the contractor will designate a qualified individual who will be responsible to implement, inspect, and/or supervise the placement, maintenance, and removal of traffic control devices in the work zone. The person responsible, possessing current valid and verifiable wallet cards from the above approved courses, shall be the only person approved to work on the maintenance of traffic and shall remain on site during any time of activity. This person must also be fluent in the English language.
5. Traffic control devices shall be maintained in the work zones at all times. Traffic control devices shall be installed and maintained to meet federal and state standards set forth in the most current MUTCD, FDOT Design Standards and in accordance with Charlotte County Maintenance of Traffic Policy Specifications. Maintaining traffic control devices shall consider proper position, cleanliness, legibility, and daytime and nighttime visibility and reflectivity. To assure adequate maintenance the work zone shall be inspected daily. Damaged or deteriorated traffic control devices shall be replaced.
6. All equipment and hazards left in the rights-of-way during hours of darkness are to be barricaded off. All signs and barricades requiring lights shall have Type A flashing lights in good working order. Any further traffic control

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devices deemed necessary during the project are to be provided by the contractor at the contractor's expense.

7. Type B High Intensity Flashing Warning Lights shall be mounted on the first and second advanced post mounted warning signs on all approaches to any work zone.
8. All road, bridge, or sidewalk closure barricades will have Type A flashing lights in working order.
9. Areas around schools that are in session must have sidewalks that are opened at minimum of one hour before to at one half hour after school starting in the morning and one half hour before to one hour after school is let out in the afternoon, unless written permission is granted by the School Board to close the sidewalk.
10. Work will not be permitted in the school zone from one hour before to one half hour after school starting in the morning and at one half hour before to one hour after school is let out in the afternoon, unless written permission is granted by the School Board.
11. No construction equipment shall travel on or cross a public roadway without a yellow flashing beacon and accompanied by flagging personnel to safely guide the equipment until it is safely off the roadway out of the clear zone.
12. Every attempt shall be made to avoid road closures. Where it is not possible to completely avoid road closures, the following procedures shall be followed:
 - a. Road closures shall be limited, if possible, to single lane closures with traffic controlled by flagmen. Flagging operations and flagmen shall comply with MUTCD requirements and flagmen shall be certified in a flagging operation. Flagging is not to begin until the proper signage is in place. When flagging is not being performed, the signs must be covered up, turned away from traffic or removed from the job site.

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- b. If the work cannot be performed without closing all traffic lanes, but the closures can be limited to intervals no longer than five-minute duration's (e.g., to accommodate necessary equipment operations) flagmen shall be used to control traffic as necessary. All equipment crossing the roadway is to be escorted by flaggers.
- c. If the work cannot be performed without closing all traffic lanes for periods longer than five (5) minutes at a time, provisions shall be made to maintain access to all developed properties. Access shall be properly signed and/or marked detours or other approved methods.
- d. A detailed Maintenance of Traffic Plan shall be prepared by the contractor or other responsible entity for all situations where any lane closures are proposed. The detailed MOT Plans shall show the limits of the road closure, detour routes and/or other means of maintaining access, temporary signing and marking that will be used, and any other information deemed necessary by the County Engineer. The MOT Plan for road closures shall be submitted to the Engineering Department at least two weeks prior to each road closure. **No road closures, other than emergencies, are authorized without the prior approval of the County Engineer. No road closures will begin on a County Holiday or weekend.**
- e. If the road closure is authorized by the County Engineer, the following organizations shall be notified seven days prior to the closure and again 24 hours prior to the closure. If the closure will extend for more than one (1) day, notifications shall be made each day to inform these organizations of the road closure that will be in effect the following day:

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- **Charlotte County Public Works**
 - Public Relations Manager- Chad.Ray@charlottecountyfl.gov
 - Phone (941) 575-3643
- **Emergency services** Sheriff Fire/EMS Headquarters
 (941) 639 -2101 (941) 833-5600
- **Charlotte County School Board:**
 Transportation Division (941) 575-5432

- **The Media:** Newspaper/Radio Stations (Notify those applicable)

<u>Charlotte Sun Herald</u>	(941) 206-1000
<u>Charlotte Herald Tribune Newspaper</u>	(941) 473-5475
<u>Englewood Sun Herald Tribune Newspaper</u>	(941) 681-3000
<u>Sarasota Herald Tribune Newspaper</u>	(941) 953-7755
<u>Venice Gondolier Newspaper</u>	(941) 207-1000
<u>I Heart Media – Port Charlotte, Punta Gorda</u>	(941) 206-1188
<u>KIX Country 92.9 WIKX Radio Station–Punta Gorda</u>	(941) 206-1188
<u>98.9 my FM– Port Charlotte, Punta Gorda</u>	(941) 206-1188
<u>Seaview 104.9 Radio Station – Punta Gorda</u>	(941) 206-1188

- All property owners, residents and tenants of the affected properties (continuing notification not required).
- f. If immediate road closure is necessary to safeguard life and/or public safety or private property, prior approval shall **NOT** be required. However, the notifications required under e. above shall be made as soon as practicable provided that the notification effort does not compromise the efforts to safeguard life and/or property.

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13. All initial MOT Plans (not involving road closures) and proposed changes shall be submitted to the County Transportation Engineer, or designee, for approval, at least two weeks prior to the start of work.
14. Failure to comply with the stipulations set forth in this policy will result in immediate suspension of work, and/or revoking of the permit until such time as the affected party comes into compliance.

Original: 9/15/1995
Revisions: 3/01/1997
9/29/2003
7/10/2006
3/20/2012
3/24/2014
11/10/2015
8/31/2016
7/26/2017
9/24/2018
8/5/2019
3/25/2025

**CHARLOTTE COUNTY
REQUEST FOR ROAD OR LANE CLOSURE**

APPLICANT NAME: _____

ADDRESS: _____

CONTACT NAME: _____ PHONE: _____

PROJECT NAME: _____

LOCATION (BE SPECIFIC): _____

DATE(S) OF CLOSURE: _____

TIME(S) OF CLOSURE: _____

REASON FOR CLOSURE: _____

**PLEASE RETURN COMPLETED FORM AND MAINTENANCE OF TRAFFIC PLAN
AT LEAST FOURTEEN (14) WORKING DAYS IN ADVANCE OF CLOSURE TO:**

Public Relations Manager: Chad.Ray@CharlotteCountyFL.gov
and

Traffic Signs and Marking Superintendent: Robert.Campbell@CharlotteCountyFL.gov

PUBLIC WORKS

7000 Florida Street, Punta Gorda, FL 33950-5714

Phone: 941.575.3600 Fax: 941.637.9265