



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. 20260441
GLADES COUNTY ADAPTATION ACTION PLANNING PROJECT

Charlotte County, on behalf of the Coastal & Heartland National Estuary Partnership, is seeking a professional services firm to develop a component of Glades County's Comprehensive Vulnerability Assessment relating to identifying priority Adaptation Action Areas, as well as to develop specific recommended adaptation strategies and proposed projects for the top three prioritized Adaptation Action Areas.

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

PROPOSAL DUE DATE: 3:00 p.m. (EST), JUNE 17, 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 264412. Any questions can be answered by contacting Rhiannon Mills, Senior Contract Specialist at 941.743.1374, or email: Rhiannon.Mills@CharlotteCountyFL.gov

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

Notice of Availability
Posted: May 20, 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 #20260441, GLADES COUNTY ADAPTATION ACTION PLANNING PROJECT**, for the following reason(s):

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

Remarks: _____

Company Name: _____

Contact Person (typed or printed): _____

Contact Person Signature: _____

Phone: _____ Fax: _____

E-Mail Address: _____

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

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RFP NO. 20260441

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**REQUEST FOR PROPOSAL
GLADES COUNTY ADAPTATION ACTION PLANNING PROJECT
RFP 20260441**

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., JUNE 17, 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 Rhannon.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 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 Charlotte County.
- b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
- c. If the contractor has no employees the contractor must submit to the County the Workers Compensation Exemption from the State of Florida.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RP-17 PUBLIC RECORDS CLAUSE TO CONTRACTORS "ACTING ON BEHALF OF THE COUNTY": Pursuant to Section 119.0701 of the Florida Statutes, Contractors acting on behalf of the County must comply with the public records laws, specifically: a) keep and maintain public records required by the County to perform the contracted services; b) upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law; c) ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract; and d) upon completion of the contract, keep and maintain all public records required by the County to perform the service, and meet all applicable requirements for retaining public records.

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

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

END OF PART I

PART II SCOPE OF SERVICES

RP-19 INTENT: The project is to develop a component of Glades County's (County) Comprehensive Vulnerability Assessment (CVA) relating to identifying priority Adaptation Action Areas (AAA), as well as to develop specific recommended adaptation strategies and proposed projects for the top three prioritized AAAs. This work will be consistent with the [Florida Adaptation Planning Guidebook](#), as well as will include stakeholder engagement. The total budget for this project is \$200,000.

RP-20 SCOPE OF SERVICES: The following scope of services includes production of deliverables that will:

- Meet all requirements as outlined in Florida State Statute 380.093.
- Be formally adopted and fully integrated as an appendix into Glades County's final Comprehensive Vulnerability Assessment.
- Ensure that all copyright and image authorization standards are adhered to with regards to any figures, tables, photos, or other graphics included in deliverables.
- All supporting data/metadata, GIS files, developed as part of work associated with these tasks will be provided to CHNEP for public records and access.
- Include acknowledgement of CHNEP's funding contribution toward the creation of Glades County's final Comprehensive Vulnerability Assessment, in the AAA appendix document(s), to meet the reporting requirements of the federal funding guidance.

Task 1 – Project Management (NTP – Month 12)

Task Description: The Consultant will implement overall project management responsibilities for this project to include organizing and facilitating monthly project meetings and meeting notes. This would entail:

- Organizing and conducting a Kick-off Meeting (within 1 month of Notice to Proceed (NTP)) with CHNEP, Glades County, and any Contractor(s) to review project scope and discuss logistics of project management and coordination.
- Organizing and conducting Monthly Team Meetings, and additional meetings as needed, that include CHNEP, Glades County, as well as any Contractor(s) involved, to review progress, receive and address project team input, as well as to plan and coordinate upcoming tasks.
- Producing meeting agendas one week in advance of meetings as well as detailed meeting notes and disseminating to CHNEP and the other project team members as well as emails with short monthly progress bullets sent before the last business day of each month.

Deliverables:

- *Kick-off and Monthly Progress Team Meeting Notes*, which document all decisions and agreed upon outcomes, input from Project Team members and how the input will be addressed, and a list of action items (with responsible party noted and target completion date for each item) for follow-up from each meeting.
- *Project Management Timeline*, based on kick-off meeting discussion, that maps out all meeting dates, internal task deliverable and review times, as well as final external presentation date.
- *Meeting Agendas* (with associated Deliverable to be reviewed at the Meeting) to be sent one week in advance with prior meeting action items on top of agenda, as well as new agenda items to cover appropriate discussion topics (including items such as deliverable comments, decision-making on key project decisions, and next steps).
- *Short monthly progress update bullets* emailed to CHNEP by the last business day of each month for the duration of the project until completion.
- *Annual reporting of financial investment* in the project by Glades County and any other funders to be emailed to CHNEP by August 1, 2026, and August 1, 2027.

Task 2 – Data Curation (NTP – Month 2)

Task Description: While critical asset data is gathered for the baseline Comprehensive Vulnerability Assessment, it often needs to be independently reviewed and refined – especially for adaptation action area planning. Non-flooded assets usually are removed for adaptation action planning. Private assets may need to be assessed and differentiated, potentially selectively excluding some - so as to focus only on creating AAA plans that adapt public infrastructure or limited private assets that provide essential public services (ex. private cell towers that govt. may need for emergency communications). Emphasis on public assets is logical for AAA planning as they are the assets in the municipality's jurisdictional control and are usually the ones providing public emergency services to the broader general public. Verification of assets is needed against aerials and in coordination with local community stakeholders to ensure that they are still present and appropriate to include (ex. removing any assets that have been demolished, permanently closed, already have an adaptation plan,

etc.). This task is to start with developing a proposed refinement methodology based on discussion with project team members until consensus is reached, and then to apply that methodology to doing an analysis of all critical asset data to assess, sort, select, and verify which ones should be used in AAA planning. This is critical to ensure that the analysis conducted in the next steps of the AAA planning process are on an appropriate and verified critical asset data foundation.

Deliverables:

- *Critical Asset Refinement Methodology Technical Memorandum* including how to sort and assess public and private assets, non-flooded assets, different land use categories, etc., how to select which assets to include in AAA analysis, and how to verify those selected assets with local input.
- *Critical Asset Review and Refinement Technical Memorandum* summarizing:
 - Detailed description of review and data refinement methodology implementation including how the critical assets were sorted, selected/not-selected, and how the final selected assets were verified with rationale.
 - Summary of GIS shapefile layers and maps illustrating selected verified critical assets to be included in the AAA planning process.
 - Tables listing each critical assets with sorted categorization label (categorized by FDEP asset class, ownership, and existing and future land use category), selected/non-selected label, and verification method label for final selected assets.
- *GIS files and Excel spreadsheets* with associated metadata used in completing this task, including GIS shapefile of the critical assets.

Task 3 – Sensitivity Analysis (Months 3-4)

Task Description: The original Glades County Comprehensive Vulnerability Assessment sensitivity analysis was based on basin level (based on # of Assets/Basin & % Basin Inundated), rather than sensitivity of individual assets. Using the refined asset list from Task 2, the data will be used such that each asset's sensitivity will be reanalyzed. First the sensitivity reanalysis methodology will be developed with input from the project team, and then the agreed-upon methodology will be implemented to reanalyze the refined asset data to determine the sensitivity of each asset in a manner consistent with the [Florida Adaptation Planning Guidebook](#).

Deliverables:

- *Critical Asset Sensitivity Analysis Methodology Technical Memorandum* summarizing stakeholder input into developing sensitivity analysis methodology, basis for determining sensitivity of each asset (ex. degree of damage to each asset from impacts of flooding), detailed description of what factors and how the sensitivity will be scored by asset, if there is weighting by different asset class types, etc.
- *Critical Asset Sensitivity Analysis Technical Memorandum* detailing the findings of the sensitivity analysis, including visual presentation of the data via maps and tables, based on the statutory scenarios and standards; an initial list of critical and regionally significant assets that are impacted by flooding, prioritized by area or immediate need, specifying for each asset which flood scenario(s) it was impacted by and to what degree it was flooded.
- *GIS files and Excel spreadsheets* with associated metadata used in completing this task.

Task 4 – Identification and Prioritization of Adaptation Action Areas (Months 5-6)

Task Description: AAAs will be identified and prioritized based the critical assets, exposure and sensitivity analysis and on each flood scenario from flood modeling, following the guidelines in the [Florida Adaptation Action Areas Planning Guidebook](#). Once the exposure and impact are determined, a community may translate these findings into map designated areas that constitute the boundaries of Adaptation Action Areas. This task is to identify, map in a GIS shapefile layer to create a PDF of a GIS map, and to prioritize the Adaptation Action Areas in order of the highest priority where the most critical assets are most severely impacted to the least priority where the least amount of critical assets are clustered and impacted. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards, and raw data sources shall be defined within the associated metadata. Once assets are scored and AAAs are identified internally, there may need to be vetting with project team and external affected stakeholder(s) before prioritization of AAAs.

Deliverables:

- *Adaptation Action Areas Identification and Prioritization Technical Memorandum* summarizing:
 - Detailed description of the methodology for scoring critical assets to include in AAAs, identifying AAA boundaries (based on clusters of highly scored impacted critical assets), as well as the methodology for scoring and ranking of AAAs to prioritize them in order to identify the top three (3) impacted AAAs.
- *Adaptation Action Areas Identification and Prioritization Technical Memorandum* summarizing:

- Scoring and ranking results for individual critical assets, identified Adaption Actions Areas, scoring and ranking of AAAs for (final prioritized AAA list with justification for choosing each of the top ranked AAAs).
- Map illustrating where all the AAAs are located within County, illustrating the location of each adaptation area compared to the location of all critical assets within the geographic extent of the study
- Tables listing each AAA with any critical assets that are contained therein
- *GIS files and associated metadata* used in completing this task, including GIS shapefile boundaries of the identified adaptation areas and the critical assets therein.

Task 5 – Top Three Priority Adaptation Action Area Plans (Months 7-10)

Background: To effectively address the climate risks identified in Glades County’s Vulnerability Assessment, the Consultant shall prepare detailed, actionable Adaptation Action Area (AAA) Plans for the top three priority Adaptation Action Areas. These plans shall translate vulnerability findings into implementable adaptation mitigation strategies and projects tailored to the specific conditions, assets, and community priorities of each Adaptation Action Area. Each Adaptation Action Plan will be organized around sections for individual priority impacted critical assets, with customized projects and strategies to mitigate risks and vulnerabilities to each asset. Each identified project will include a description of the project, figure visualizing the existing asset and the asset with proposed project incorporated, and a cost estimate for project.

Adaptation, for the purposes of this task, includes actions that modify or create new ways of functioning to address current and future impacts of sea level rise, coastal flooding, storm surge, and extreme rainfall. While the emphasis of this task is on adaptation, mitigation strategies that reduce or offset impacts or provide co-benefits may also be considered where appropriate. All adaptation planning under this task shall be consistent with the applicable sections of the [Florida Adaptation Planning Guidebook](#)—specifically the Adaptation Strategies and Implementation Strategies sections—and shall comply with applicable Florida Department of Environmental Protection requirements.

While adaptation strategies are emphasized, mitigation options can also take into account to look at how to reduce or offset potential impacts. Each Adaptation Action Area Plan shall include a site-specific list of recommended adaptation strategies as well as specific proposed projects conceptual descriptions, designs, and cost estimates for each to be implemented.

Engineering standards and current paradigms of design need to address policy that affects the design, construction, maintenance, operations, and entire life cycle of infrastructure with climate change in mind. Within this category exists both gray infrastructure, such as seawalls and stormwater drainage systems, and green infrastructure, such as living shorelines and bioswales. Incorporating a combination of these types of infrastructure will greatly increase resilience and reduce the impacts of climate change.

Building codes and standards regulate how a building should be built, and in the future, climate change must be a key consideration for these codes. Adaptation strategies with regards to building codes and standards can include modifying or implementing new land use management policies, integrating climate into land use planning, and actions that modify policies related to how land will be used and where development can occur. One such land use authority local governments can utilize is creating specific ordinances and Comp Plan overlays for Adaptation Action Areas (AAA). Another is land conservation or designated reservation areas that keep public lands prone to significant flooding from being further intensified in use.

The cost of adapting to and mitigating the effects of climate change will be significant. Nearly every facet of government operation will need to respond and adjust. Local governments have generally limited revenue options – property, sales, and other taxes, charges and fees; and funding from the federal and state governments. Funding and financing adaptation and mitigation will require innovation and persistence. Identifying conceptual proposed associated projects with descriptions, designs, and cost estimates is vital to pursuing grant and other funding opportunities.

Consultant will create detailed adaptation action area design plans for the top focus areas. These plans will identify specific priority projects with engineering and design specifications. The plans will have an emphasis on nature-based solutions and highlight these best practices for each focus area. The plans will also include cost estimates.

Summary: Adaptation Strategy Framework: For each Priority Adaptation Action Area, the Consultant shall identify and evaluate a diverse set of adaptation strategies, which may include protection, accommodation, avoidance, and managed retreat or relocation strategies. Strategies shall be organized within the following thematic categories:

- **Infrastructure Improvements** – Recommended gray and green infrastructure projects including initial conceptual designs, descriptions and cost estimates for each, with an emphasis on nature-based solutions, including but not limited to stormwater improvements, shoreline protection, living shorelines, and flood mitigation measures.
- **Funding and Financing Strategies** – Identification of recommended potential funding mechanisms and financing strategies to implement and advance the recommended infrastructure improvement projects.

Adaptation strategies can include protection strategies, accommodation strategies, managed retreat or relocation strategies, and avoidance strategies (see Figure 15 and Table 4 below, excerpted from the [Florida Adaptation Planning Guidebook](#)).

Figure 15: Protection, Accommodations, Managed Retreat, and Avoidance

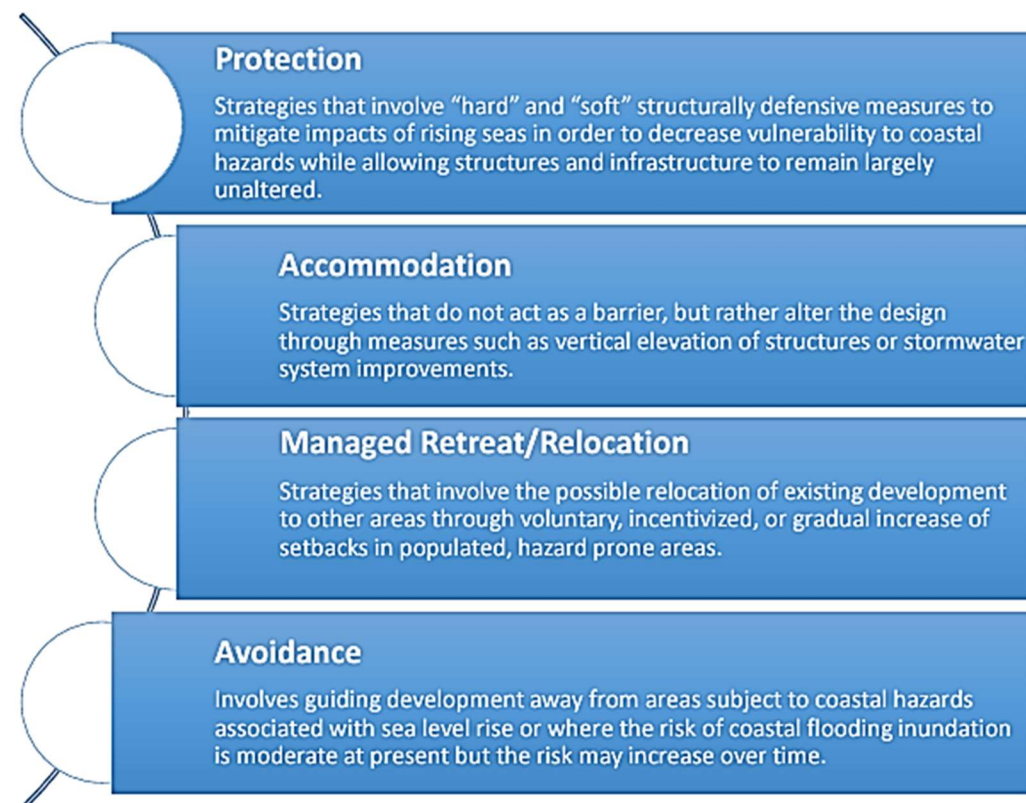


Table 4: Potential Adaptation Approaches by Project Type

PROJECT TYPE	PROTECT	ACCOMMODATE	RETREAT
NAVIGATION	- Upgrade and strengthen existing primary structures - Expand design footprint and cross section of existing structures (e.g., bridges), including raising for clearance and access - Add structures to protect backshore areas (e.g., dikes) - Improve resilience of backshore facilities	- Upgrade drainage systems - Increase maintenance and dredging - Adjust channel location and dimensions - Modify operational windows - Flood proof interior infrastructure - Add sediment to shoreline or underwater morphology	- Relocate interior harbor infrastructure due to relative sea level rise or fall - Abandon harbor/port - Re-purpose project area
COASTAL STORM DAMAGE REDUCTION	- Upgrade and strengthen existing structures - Expand design footprint and cross section of existing structures - Dune/beach restoration or enhancement	- Increase shoreline protection maintenance - Sediment management - Beach nourishment/ vegetation - Upgrade and modify drainage systems and infrastructure - Flood proof buildings, modify building codes, and implement building setbacks	- Relocate buildings and infrastructure - Land-use planning and hazard mapping - Modify land use
FLOOD RISK REDUCTION	- Upgrade and strengthen existing structures - Expand design footprint and cross section of existing structures - Construct levees or implement flood-proofing measures - Add secondary structures - Dune/beach restoration or enhancement	- Increase maintenance of flood risk protection features - Upgrade and modify infrastructure - Improve natural shoreline resilience (vegetation) - Flood proof buildings - Implement building setbacks	- Relocate buildings and infrastructure - Land-use planning and hazard mapping - Modify land use
ECOSYSTEMS	- Construct drainage systems - Construct shoreline protection structures, dikes or cells - Construct tidal gates, install salt water intrusion barriers	- Accept changes to ecosystems - Sediment management - Change water extraction - Freshwater injection /diversion - Modify land use - Migrate landward	- Allow/facilitate habitat conversion - Prohibit hard defenses - Ecosystem migration - Abandon ecosystem

Project Identification, Conceptual Design, and Cost Estimates: Each Adaptation Action Area Plan shall include a site-specific list of recommended adaptation strategies and associated projects that respond to the unique vulnerabilities, physical conditions, land uses, infrastructure, and environmental constraints of the Action Area.

For each recommended project, the Consultant shall develop:

- A clear project description outlining purpose, function, and anticipated performance under flooding scenarios.
- Conceptual designs with illustrative graphics of current asset and proposed conditions with project implemented; and
- High-level, order-of-magnitude cost estimates that include key assumptions and all components needed for anticipated project implementation to utilize as basis for future funding and grant applications.

Integration of Existing County Plans and Studies: The Consultant shall review, incorporate, and build upon relevant Glades County plans, studies, and technical documents to ensure consistency with adopted policies and to avoid duplication of effort. These may include, but are not limited to its prior Vulnerability Assessment, and any watershed management plans, shoreline management plans, floodplain management plans, and previously completed conceptual or preliminary engineering designs that the County may have. Where existing plans identify projects that reduce flooding, improve drainage capacity, enhance shoreline resilience, or protect critical assets, the Consultant shall evaluate their applicability within each Priority Adaptation Action Area and integrate them into the recommended project lists as appropriate. The Consultant shall document any refinements needed to address future climatic and potential flood conditions and identify additional analyses required to advance projects toward implementation.

Project Prioritization and Readiness Assessment: Building on Glades County's existing adaptation project lists and scoring criteria, the Consultant shall identify, refine, and prioritize projects within each Priority Adaptation Action Area that are feasible for near-, mid-, and/or long-term implementation. Project readiness shall consider factors such as design maturity, regulatory feasibility, land ownership, interdepartmental coordination needs, and alignment with County capital planning efforts. For each focus area, the Consultant shall prepare a project prioritization matrix and/or standardized project sheets that summarize projects across multiple County departments. These materials shall include project descriptions, locations, responsible and supporting departments, anticipated benefits, implementation timeframes, preliminary cost estimates, and potential funding sources.

Deliverable and Formatting Requirements: Adaptation Action Area Plan deliverables shall be submitted in both Microsoft Word and accessible PDF formats. All photos, figures, icons, and graphics must be authorized for use and properly captioned.

Deliverables include:

- Task 5a: *Glades County Priority 1 Adaptation Action Area Plan* (in Word and Accessible PDF) with proposed project lists, descriptions, conceptual designs and cost estimates for each project related to each vulnerable critical asset
- Task 5b: *Glades County Priority 2 Adaptation Action Area Plan* (in Word and Accessible PDF) with proposed project lists, descriptions, conceptual designs and cost estimates for each project related to each vulnerable critical asset
- Task 5c: *Glades County Priority 3 Adaptation Action Area Plan* (in Word and Accessible PDF) with proposed project lists, descriptions, conceptual designs and cost estimates for each project related to each vulnerable critical asset
- *GIS Shapefiles* boundaries of the identified adaptation areas

Task 6 – Incorporation of Priority Adaptation Action Areas Plans into the Final Vulnerability Assessment (Months 11-12)

Task Description: This task includes writing and presenting the Adaptation Action Area plans report. This task also entails incorporation of Glades County Priority Adaptation Action Plans (based on the Adaptation Action Areas Technical Memorandum and County Priority Adaptation Action Area Plans) as appendices, including attribution to CHNEP-funding of this component in the final approved CVA Report and appendices. It is envisioned that these final appendices would go to the Board of County Commissioners (BOCC) for their review and approval. There would be a presentation created and made to the County BOCC that is coordinated with CHNEP and Glades County that would request BOCC approval of chapter or appendices (including the Priority Adaptation Action Areas information) for incorporation into the Final Comprehensive Vulnerability Assessment Report. Finally, the BOCC approved Final CVA Report Appendices would be submitted to FDEP.

Deliverables:

- Glades County Priority Adaptation Action Plans each as Appendices to Final Comprehensive Vulnerability Assessment
- PowerPoint Presentation as presented to the County BOCC for their approval of Appendices (including the Adaptation Action Areas information) to the Final Vulnerability Assessment Report
- Documentation of submission of BOCC approved Final AAAs to FDEP

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
Mollie Holland, Environmental & Community Resiliency Coordinator, Administration
Shaun Cullinan, Planning & Zoning Official, Community Development

RP-29 PROPOSAL FORMAT: Firms shall prepare their proposals using the format outlined in the Consultant Evaluation Form on pages 16 and 17.

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 14**. As mentioned in PROPOSAL FORMAT, the proposals should be prepared using the format outlined in the Consultant Evaluation Form on pages 16 and 17.

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:

05/20/26	County advertises for proposals
06/17/26	Proposal due date
07/07/26	Professional Services Committee short lists firms

EVALUATION FORM

**CONSULTANT EVALUATION FORM
CHARLOTTE COUNTY, FLORIDA**

RFP# 20260441, GLADES COUNTY ADAPTATION ACTION PLANNING PROJECT

<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 B. Current and projected workload of each project team member with % time current available and planned to be allocated to this project.	1-5		X 10	
II. PROPOSED MANAGEMENT PLAN A. Team Organization and Coordination 1. Project Team Coordination Process for each task/deliverable(s) B. Meeting Facilitation and Follow Up 1. Team Comment Tracking and Response 2. Meeting Preparation Process 3. Meeting Follow-up on Action Items Process C. Timeline and Schedule Development 1. Project Timeline and Schedule Development Process to map out all deliverables dates, reviews/comment due dates, and revised version due dates as well as other key task activities and related deadlines.	1-5		X 10	
III. PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECT A. Vulnerability Assessment experience B. Critical Asset Data Curation and Analysis experience C. Critical Asset Sensitivity Analysis experience D. Adaptation Action Area Identification and Prioritization experience E. Adaptation Action Area Plan Development experience F. Technical Report Writing and Proofing experience G. Policymaker Presentation Development and Implementation experience H. General Project Management experience	1-5		X 10	
IV. PROJECT CONTROL A. Schedule 1. What techniques are planned to assure that schedule task and deliverable deadlines will be met? 2. Who will be responsible to assure that schedule will be met? C. Quality Control and Assurance 1. What methods will ensure quality control prior to submittals for review? 2. What methods will ensure technical memorandum writing is proofed to be complete, accurate, and suitable to both technical and non-technical audiences? 3. Who will be responsible for quality control and assurance and who will be responsible to review, proofing, technical writing/editing?	1-5		X 10	
V. PRESENT PROPOSED APPROACH FOR THIS PROJECT A. Describe the proposed approaches to (1) Data Curation, (2) Sensitivity Analyses, (3) Adaptation Action Area Identification and Prioritization, (4) Adaption Action Area Plan Development and (5) Policymaker Informational Presentation Development.	1-5		X 20	

B. What problems do you anticipate and how do you propose to solve them? C. Describe innovative approaches that could be applicable to this project.				
VI. PRESENT EXAMPLES OF RECENTLY ACCOMPLISHED SIMILAR PROJECTS A. Describe the similar Adaptation Action Plan Development projects, including for each how the following were addressed: 1. Schedule Control. 2. Quality Control and Assurance 3. Problems Encountered 4. Solutions/Corrective Actions	1-5		X 17	
VII. DESCRIBE YOUR EXPERIENCE AND CAPABILITIES IN THE FOLLOWING AREAS. A. Vulnerability Assessment experience. B. Critical Asset Data Curation and Analysis experience. C. Critical Asset Sensitivity Analysis experience. D. Adaptation Action Area Identification and Prioritization experience. E. Adaptation Action Area Plan Development experience. F. Technical Report Writing and Proofing experience. G. Policymaker Presentation Development and Implementation experience. H. General Project Management Experience.	1-5		X 20	
VIII. VOLUME OF WORK – TOTAL OF PAYMENTS RECEIVED FROM COUNTY WITHIN THE PAST 24 MONTHS* \$0 - \$49,999 5 points \$50,000 - \$99,999 4 points \$100,000 - \$199,999 3 points \$200,000 - \$349,999 2 points \$350,000 - \$499,999 1 points \$500,000 + 0 points *Based upon information provided on Proposal Submittal Signature Form, Magnitude of Charlotte County Projects.	0-5		X 01	
IX. LOCATION Describe the Prime and Sub-Consultants' responsiveness as it relates to the firm's location to the project.	1-5		X 01	
X. LITIGATION – HAVE YOU BEEN NAMED AS A DEFENDANT OR CO-DEFENDANT IN A LAWSUIT IN THE LAST FIVE YEARS? If so, describe circumstances and outcome, including Case Number, Case Name and Court.	1-5		X 01	
XI. MINORITY BUSINESS Certified MBE, Sub-Consultants Certified MBE, and/or Non-Certified MBE.	Yes or No			
REMARKS: The value assigned is judged on a scale of 1 through 5, with 5 being the highest possible value. The two exceptions are: VIII. Volume of Work ; and XI. Minority Business . Category VIII. Volume of Work has a value of 0 through 5 as indicated, and Category XI. Minority Business – The County will consider the firm's status as an MBE or a Certified MBE, and also the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process.				

END OF PART III

PART IV - SUBMITTAL FORMS
PROPOSAL SUBMITTAL SIGNATURE FORM

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

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

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

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

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

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

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

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

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

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

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

Home Office Address

City, State, Zip	Number of Years in Business
------------------	-----------------------------

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 #20260441

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)