



Charlotte County Airport Authority
28000 Airport Road, Building 109
Punta Gorda, Florida 33982

Phone 941.639.1101
Fax 941.639.4792

NOTICE OF AVAILABILITY

REQUEST FOR QUALIFICATIONS CHARLOTTE COUNTY AIRPORT AUTHORITY, FLORIDA

The Charlotte County Airport Authority will be receiving sealed proposals at the office of the Assistant Director, Administrative Offices, physical address 8079 Viking Ave. Punta Gorda, FL 33982 or mailed to 28000 Airport Road, Punta Gorda, FL 33982, for:

RFQ NO. 2014-01 DESIGN/BUILD SERVICES

It is the intent of this solicitation to engage a firm to provide professional Design/Build Services. The successful Design/Build firm shall provide pre-construction, design development, construction management services, design, schedule coordination, utility coordination and relocations, permitting, and construction.

**PRE-SUBMITTAL CONFERENCE: JUNE 26, 2014 AT 2:00 P.M.
CCAA MEETING ROOM, BUILDING 313, 7375 UTILITIES ROAD, PUNTA GORDA**

**PROPOSAL DUE DATE: 2:00 p.m. (EST), JULY 17, 2014
ADMINISTRATION OFFICES**

Proposal Documents may be obtained by e-mail by contacting jparish@flypgd.com. Any questions can be answered by contacting James W. Parish, P.E., Assistant Director at 941.639.1101.

Suncoast Media Group
Sun Newspapers
June 20, 2014

Don Lee, Chair



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ADDENDA NOTIFICATION FORM

RFQ NO. 2014-01

DESIGN/BUILD SERVICES

The Airport Authority will attempt to notify all prospective firms of addenda issued to the proposal documents. However, it shall be the responsibility of the firm, prior to submitting their proposal, to contact the Assistant Director to determine if addenda were issued, acknowledging and incorporating it into their proposal.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 941.639.4792, attention James W. Parish, P.E., Assistant Director.

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____



Charlotte County Airport Authority
28000 Airport Road, Building 109
Punta Gorda, Florida 33982

Phone 941.639.1101
Fax 941.639.4792

STATEMENT OF NO SUBMITTAL

We the undersigned have declined to bid on requested service **RFQ 2014-01, DESIGN/BUILD SERVICES**, for the following reason(s):

- _____ Insufficient time to respond to the Request for Qualifications.
- _____ Our schedule would not permit us to perform.
- _____ Unable to meet bond/insurance requirements.
- _____ 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 Bid may be faxed to Cindy Laishley at 941.639.4792.

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RFQ 2014-01

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**REQUEST FOR QUALIFICATIONS
DESIGN/BUILD SERVICES
RFQ 2014-01**

PART I - GENERAL INSTRUCTIONS

RQ-01 PURPOSE:

A. Intent of RFQ - It is the intent of the Charlotte County Airport Authority to select a professional Design/Build firm. The successful design/build firm shall provide pre-construction and construction management services, design and schedule coordination, utility coordination and relocations, permitting, and construction of projects under \$250,000.00.

B. Time and Date Due – The Charlotte County Airport Authority will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida until **2:00 p.m. (EST), JULY 17, 2014**.

C. In order to insure all prospective proposers have sufficient information and understanding of the Airport Authority's needs, a Pre-submittal Conference will be held on **JUNE 26, 2014 at 2:00 p.m. (EST)**, CCAA meeting room, building 313, 7375 Utilities Road, Punta Gorda, Florida.

RQ-02 CONTRACT AWARDS: The Airport Authority anticipates entering into a contract with firms that submit proposals judged to be most advantageous to the Airport Authority. The selected firms shall be required to sign a formal agreement.

The proposer understands that this RFQ does not constitute an agreement or a contract with the proposer. A proposal is not binding until proposals are reviewed and accepted by the Charlotte County Airport Authority Board of Commissioners and all parties execute a contract.

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

RQ-04 INQUIRIES: The Airport Authority will not respond to oral inquiries. Proposers may submit written or faxed inquiries regarding this RFQ to 28000 Airport Road, Punta Gorda, Florida 33982; Fax No. 941.639.4792, e-mail jparish@flypgd.com or they may be addressed at the pre-submittal conference. The Airport Authority will respond to written or faxed inquiries received at least five (5) working days prior to the RFQ due date.

The Airport Authority will record its responses to inquiries and any supplemental instructions in the form of written addenda and will send written addenda to all proposers who received the RFQ. It shall be the responsibility of the proposer, prior to submitting their proposals, to contact the Assistant Director to determine if addenda were issued, acknowledging and incorporating them into their proposal.

RQ-05 PROPOSAL SUBMISSION AND WITHDRAWAL: The Airport Authority will receive proposals at the following address:

RFQ DESIGN/BUILD SERVICES
Charlotte County Airport Authority
Administration Building
Corner of Viking Avenue and Piper Road
Punta Gorda, FL 33982
or mail to:
Charlotte County Airport Authority
28000 A-1 Airport Road
Punta Gorda, FL 33982

Proposals received after the established deadline will not be opened. Proposers may withdraw their proposal by notifying the Airport Authority 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 the Charlotte County Airport Authority the services set forth in these specifications until one of the proposals has been accepted by the Airport Authority Board of Commissioners. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

RQ-06 PROPOSAL RESTRICTIONS: In order to control the cost of preparation, submittals should be limited to a maximum of 25 pages, one-sided, excluding cover letter, index, resumes, dividers and the required forms.

RQ-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.

RQ-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".

RQ-09 CANCELLATION: The Airport Authority 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.

RQ-10 RESERVED RIGHTS: The Airport Authority 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 Airport Authority, depending on available competition and timely needs of the Airport Authority. The Airport Authority 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 Airport Authority reserves the right to accept or reject any or any part of the submissions, if it is deemed in the best interest of the Airport Authority. The Airport Authority, in its sole discretion, may expand the scope of work to include additional requirements. The Airport Authority 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 Airport Authority deems necessary in order to make a determination.

RQ-11 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: The Charlotte County Airport Authority, Florida, in accordance with the provisions of Title VI 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 that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

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.
- The Airport Authority may require Contractor to submit reports as may be necessary to indicate non-discrimination. The Airport Authority 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 the Airport Authority shall have the right to terminate this Contract upon receipt of evidence of discrimination.

RQ-12 PAYMENT: Request for payment must be submitted to the Charlotte County Airport Authority's Assistant Director on a form approved by the Airport Authority 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).

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

RQ-14 INSURANCE REQUIREMENTS: The successful firm shall be required to supply, at their cost, the following minimum insurance coverage:

A. Workers' Compensation: Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$100,000 each accident.

B. Proof of Professional Liability Insurance with minimum \$1,000,000 dollars in coverage for this project.

C. Public Liability Insurance - Bodily injury and property damage, Combined Single Limits (CSL) of \$1,000,000 minimum.

D. The Charlotte County Airport Authority, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers are to be included as an Insured on Public Liability Policies and shall be listed as such on the certificates. Certification of same shall be required.

E. Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm. **For the purpose of identification, when submitting insurance, the proposal name and number must be included on the certificate.**

RQ-15 UNAUTHORIZED ALIEN WORKERS: The Charlotte County Airport Authority 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(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Airport Authority shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A(e) of the INA shall be grounds for termination of this Agreement by the Airport Authority.

END OF PART I

PART II – SCOPE OF SERVICES

RQ-16 INTRODUCTION/DECLARATIONS: It is the intent of this solicitation to engage a firm to provide professional Design/Build services. The successful Design/Build firm shall provide pre-construction, design development, construction management services, design, schedule coordination, utility coordination and relocations, permitting, and construction.

RQ- 17 INTENT: It is the Airport Authority's intent for this project to be designed and constructed using an extremely aggressive schedule. The projects will require close coordination between the Airport Authority and the Design/Build firm. To successfully accomplish this schedule, the Design/Build firm will need to closely coordinate with suppliers and subcontractors and develop a schedule that tracks critical path items closely.

RQ- 18 SCOPE OF SERVICES: The Design/Build firm shall perform the following tasks including, but not limited to, coordinating with Engineers / Architects and the Airport Authority to rapidly move forward the design and construction, value engineering to design and construct the project within the available project budget, coordinating and overseeing all utility installations, coordinating and scheduling all permits required for construction, coordinating and overseeing all pre-construction and construction surveying, coordinating and overseeing all construction. The Design/Build firm will also be required to develop and oversee a quality control (QC) program in accordance with FAA and FDOT Standards (if applicable) for construction acceptance and testing, as the Design/Build firm will be overseeing all quality control testing and acceptance during the construction. The Airport Authority will be providing quality assurance (QA) only. The Design/Build firm will submit the QC plan to the Airport Authority for approval prior to implementation of the plan.

The Scope of Services Consists of Two Phases as follows:

A. Phase I - The preconstruction design phase, for a negotiated fixed fee, shall consist of the Design/Build firm performing design, design review, utility coordination, permit coordination, estimating, scheduling, constructability reviews, construction cost forecast modeling, and value engineering through all phases of design. The Design/Build firm will also be required to develop a Guaranteed Maximum Price (GMP), or iterations thereof, using design documents.

B. Phase II - The construction phase will commence if the GMP is accepted. The Design/Build firm will become the single point of responsibility for the performance of the construction contract for the project and may be required to publicly bid trade contracts. The selected firm shall be required to provide payment and performance bonds each in a value equal to 100% of the GMP. The services required for the construction program may include, but not be limited to, the following:

- Contract with all sub-contractors, materials suppliers, surveying firms, testing and inspection firms, and equipment suppliers as necessary for the construction of said facility, and/or assist the Airport Authority with a Direct Purchase Program (DPP) as established by the Airport Authority.
- Schedule and conduct preconstruction meetings at locations approved by the Airport Authority.
- Provide continuous on-site construction management services throughout the construction phase. This management shall include, but not be limited to, regular job site meetings; overseeing and conducting QC testing and inspection programs; overseeing and conducting preconstruction and construction surveying; monitoring construction management staff and subcontractor work performance; maintaining record copies of all contract documents, creating and maintaining as-builts, change orders and other documentation on site.
- Develop, update, and maintain master project schedules, detailed construction schedules, submittal schedules, utility relocation schedules, inspection and testing schedules and phased acceptance schedules. Also, incorporate the design schedule into the master schedule.
- Process payment requests for approval by appropriate Airport Authority personnel.
- Report potential budget and schedule variances and prepare recovery plans.
- Coordinate special consultants and quality assurance testing and lab services contracted by the Airport Authority as required.
- Administer post construction closeout, final completion, start-up and warranty periods.
- Provide construction program accounting and reporting to the Airport Authority as required.
- The Design/Build firm will be required to work with the Engineers of Record and the Architect of Record as well as the Airport Authority on the project and assist the Airport Authority and Engineer / Architect, as

required, for the timely completion of the project.

- The Design/Build firm will be required to work with, and coordinate their activities with, any third party contracts or contractors that the Airport Authority may provide for this project.
- The Airport Authority may elect to include additional services to assist the Airport Authority in the management and completion of this project.

END OF PART II

PART III - PROPOSAL FORMAT & EVALUATION METHOD

RQ-19 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 RFQ.
- B. Any questions regarding a project or submittal shall be directed to the Assistant Director for a response.

RQ-20 PROPOSAL FORMAT: Firms shall prepare their proposals using the format outlined in the Evaluation Form on pages 11 and 12.

RQ-21 PROPOSAL REQUIREMENTS: In addition to the information required in the 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 Airport Authority. Teams should demonstrate experience in previous projects and Previous Projects where coordination with FAA and TSA were required.
- B. Individual Qualifications - Firms should submit the resumes of key people. Firms should specifically identify the lead Manager on the project and his/her qualifications. Provide a statement indicating that the Manager will not be substituted without the express permission of the Airport Authority.
- C. Experience and References - Supply materials indicative of experience in other projects of similar complexity. A reference list for each firm is required, including name, project and telephone number. A reference list for the lead manager is required identifying name, project and telephone number.

Proposals are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted in **one (1) original completely unbound form**, plus three (3) signed copies and placed in a sealed package clearly marked on the outside "**RFQ 2014-01, DESIGN/BUILD SERVICES**", and addressed to:

RFQ DESIGN/BUILD SERVICES
Charlotte County Airport Authority
Punta Gorda, Florida 33982

RQ-22 EVALUATION METHOD AND CRITERIA:

- A. General - The Airport Authority shall be the sole judge as to the merits of the proposal, and the resulting agreement. The Airport Authority's decision will be final.
- B. Selection - The Professional Services Committee shall evaluate the proposals submitted by all firms. A short list of firms from proposals received will be ranked in order and may be selected for public presentation to the committee and/or the Airport Authority Board of Commissioners. Final approval will be by the Charlotte County Airport Authority Board of Commissioners.

RQ-23 ANTICIPATED SCHEDULE: The projected schedule of events for this proposal is as follows:

06/20/14	Advertises for proposals
06/26/14	Pre-Submittal meeting
07/17/14	Proposal due date
07/18/14	Committee shortlists firms

**EVALUATION FORM
CHARLOTTE COUNTY AIRPORT AUTHORITY, FLORIDA**

<i>PROJECT DESCRIPTION</i>		<i>DATE</i>		
DESIGN/BUILD SERVICES				
<i>PROJECT LOCATION</i>		<i>PROJECT NO:</i>		
PUNTA GORDA AIRPORT		RFQ #2014-01		
<i>Evaluation Criteria</i>	<i>Value</i>	<i>Assigned Value</i>	<i>Weight</i>	<i>Score</i>
I. TEAM PROPOSED FOR THIS PROJECT				
A. Background of the personnel 1. Project Manager 2. Other Key Personnel 3. Consultants	1-5		X 5	=
II. PROPOSED MANAGEMENT PLAN				
A. Team organization B. Roles, responsibilities	1-5		X 5	=
III. PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECT				
A. Project experience as a team unit B. Describe projects C. Coordination with various agencies and entities	1-5		X 10	=
IV. LOCATION/FACILITIES OF WORKING OFFICE(S) THAT WILL PROVIDE STAFF FOR THIS PROJECT				
A. Length of time "Local Office" established			15, 10, 5 or 0 Points	=
B. Location of "Local Office"			20, 15 or 0 Points	=
C. Residencies of personnel who live in Charlotte County			5, 3, 2 or 0 Points	=
D. Use of local sub-consultants			10, 10 or 0 Points	=
** See Affidavit for detail of criteria and point association.				
V. PROJECT CONTROL				
A. Schedule 1. What techniques are planned to assure that schedule will be met 2. Who will be responsible to assure that schedule will be met	1-5		X 20	=
B. Cost 1. What control techniques are planned 2. Review recent projects to demonstrate ability to meet project cost controls 3. Who will be responsible for cost control				
C. Recent, current and projected workload				
VI. PRESENT PROPOSED APPROACH FOR THIS PROJECT				
A. Description of process to achieve timely completion of projects B. What problems do you anticipate and how do you propose to solve them C. Innovative concepts and approaches	1-5		X 20	=
VII. PRESENT EXAMPLES OF RECENTLY ACCOMPLISHED SIMILAR PROJECTS				
A. Describe the projects to demonstrate 1. Schedule control 2. Cost control	1-5		X 18	=
VIII. DESCRIBE YOUR EXPERIENCE/CAPABILITIES IN THE FOLLOWING AREAS				
A. Value Engineering B. Project Scheduling C. Public Involvement D. Government Agency Coordination E. Permit performance	1-5		X 15	=

IX. HAVE YOU BEEN INVOLVED IN LITIGATION IN THE LAST FIVE YEARS A. If so, describe circumstances and outcome B. What type and amount of liability insurance do you carry	1-5	X 1	
X. MINORITY BUSINESS	0-5	X 2	=
REMARKS: The value assigned is judged on a scale of 1 through 5, with 5 being the highest possible value. The three exceptions are: IV. Location/Facilities of Working Office; IX. Volume of Work; and XI. Minority Business. Category IV. Location will be evaluated by total points as listed on the attached affidavit; Category IX. Volume of Work will be evaluated by total points as indicated; and Category XI. Minority Business has a value of either 0 or 5.			
TOTAL			

PERSONNEL AFFIDAVIT

The undersigned affiant says as an employee of the proposer listed below that "I live within the boundaries of Charlotte County".

Proposer / Company Name: _____

Request for Proposal Number: _____

Title of Project: _____

Under penalties of perjury, I declare that I have read the foregoing affidavit and the facts stated in it are true

Employee Name: _____

Signature: _____

Title: _____

WITNESSES:

Signed By: _____

Signed
By: _____

Print Name: _____

Print
Name: _____

Date: _____

Date: _____

(This form must be completed & returned)

AFFIDAVIT

Proposer affirms that information provided as it relates to Location & Facilities of Working Office is true and meets the definition and criteria as defined below:

Local office means the company has a valid Business Tax License issued by Charlotte County at least 6 months prior to the proposal submission to do business within Charlotte County that authorizes the business to provide the services, and a physical business address located within the limits of Charlotte County from which the company operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a company shall not be considered having a "Local Office" unless it contributes to the economic development and well-being of Charlotte County in a verifiable and measurable way (as identified by the criteria below). Also, companies must demonstrate and document the in-County/in-office capability and availability of the personnel working in the local office and the type of services performed at this location that is pertinent to the type of project. Companies shall affirm in writing their compliance with the foregoing at the time of submitting their proposal to be eligible for consideration as having a "Local Office". A company who misrepresents the local preference status of its company in a proposal to the Airport Authority will lose the privilege to claim local preference for a one year period.

Please identify below by placing a checkmark next to the appropriate criteria and related points. Also, provide any documentation that substantiates the information given in this affidavit. Charlotte County Airport Authority reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the proposer's submission being deemed non-responsive.

Location & Facilities of Working Office:

Length of time "Local Office" established:

- Local Office has been established more than 3 years 15 Points
- Local Office has been established between 1 to 3 years 10 Points
- Local Office has been established between 6 months to 1 year 5 Points
- Local Office has been established less than 6 months 0 Points

Location of "Local Office":

- Headquarters located within the boundaries of Charlotte County 20 Points
- Satellite office located within the boundaries of Charlotte County 15 Points
- No local office presence 0 Points

Residencies of personnel which live in Charlotte County and are employed with the Prime Firm's Office; the Prime Firm's Office is defined as the office performing the services for this project:

- 50 % or more live in Charlotte County * 5 Points
- 25 % to 49 % live in Charlotte County * 3 Points
- Up to 25 % live in Charlotte County * 2 Points
- None of the personnel live in Charlotte County 0 Points

*Personnel Affidavit attached to be completed by each person living in Charlotte County.

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

Affidavit Cont'd:

Use of Local Sub-Consultants (Sub-Consultants meeting "Local Office" definition):

- Local Sub-Consultants on team with Prime 10 Points
- Local Prime is performing all services in-house 10 Points
- No local Sub-Consultants on team 0 Points

Company Name: _____

Signature: _____

Title: _____

State of Florida
County of Charlotte

Sworn to and subscribed before me, a Notary Public, for the above State and County on this _____
Day of _____, 20____.

Notary Public

Commission Expiration

(Affix Official Seal)

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

(This form must be completed & returned)

END OF PART III

**PART IV - SUBMITTAL FORMS
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 Airport Authority. 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.

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 _____

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.	Sub-Consultant(s) (if applicable)	Location	% of Work to be Provided	Services to be Provided	

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

4.	Office Located in Charlotte County? Yes/No _____	Owned / Leased	If Leased, Expiration Date	Locally Answered Phone Yes / No	No. Full Time Employees in This Office
	(Office Size) _____sq. ft.				
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				
6.	Comments or Additional Information:				

Type of Organization (please check one):

INDIVIDUAL

PARTNERSHIP

CORPORATION

JOINT VENTURE

Firm Name Telephone Fax

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 Fax

Signature Date

(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

END OF PART IV

(This form must be completed & returned)