

## CONTRACT # Y23-132BE

This Contract is made as of the 20th day of September, 2023 by and between Orange County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY, and VISIUM RESOURCES INC. a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONTRACTOR, whose Federal I.D. is 04-3786700.

In consideration of the mutual promises contained herein, the COUNTY and the CONTRACTOR agree as follows:

### **ARTICLE 1**            **SERVICES**

The CONTRACTOR'S responsibility under this Contract is to provide professional/consultation services in the area of CIVIL ENGINEERING, PLANNING AND REAL ESTATE ACQUISITION STAFF AUGMENTATION SERVICES, as more specifically set forth in the Scope of Services detailed herein.

The COUNTY'S representative/liaison during the performance of this Contract shall be Raymond Williams, telephone no.407-863-7929.

### **ARTICLE 2**            **SCHEDULE**

The CONTRACTOR shall commence services on **October 4, 2023** and complete all services by **October 3, 2028**.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

**This contract may be renewed, for two (2) additional one (1) year periods upon mutual written agreement of the parties at the same prices, terms and conditions. Any change in price, terms or conditions shall be accomplished by written amendment to this contract.**

Any order issued during the effective date of this contract, but not completed within that period, shall be completed by the CONTRACTOR within the time specified in the order. The contract shall govern the CONTRACTOR and the COUNTY'S rights and obligations with respect to the extent as if the order were completed during the contract's performance period.

### **ARTICLE 3**            **PAYMENTS TO CONTRACTOR**

A. The total amount to be paid by the COUNTY under this Contract for the base period, shall not exceed Three Million, Nine Hundred Sixty-One Thousand, Three Hundred Sixty Dollars (\$3,961,360) for Lot E. The CONTRACTOR will notify the COUNTY, in writing, when 90% of the estimated contract amount has been reached. The CONTRACTOR will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Services. Where incremental billing for partially completed items is permitted, the total incremental billings shall not exceed the percentage of estimated completion as of the billing date.

B. Invoices received from the CONTRACTOR pursuant to this Contract will be reviewed and approved by the initiating County Department, indicating that services have been rendered in conformity with the Contract and then will be sent to the Finance Department for payment. Invoices will be paid in accordance with the State of Florida Local Government Prompt Payment Act.

A valid invoice shall include the following:

1. Reference to the Delivery Order/ Purchase Order Number
2. Delivery Dates/ Service Dates
3. Itemization of Goods Delivered/ Services Rendered
4. Unit Prices in accordance with the Attachment "A"

C. Final Invoice: In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR'S final/last billing to the COUNTY. This certifies that all services have been properly performed and all charges and costs have been invoiced to Orange County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the CONTRACTOR.

#### **ARTICLE 4                    REQUIREMENTS CONTRACT**

This is a Requirements Contract and the COUNTY shall order from the CONTRACTOR all of the supplies and/or services specified in the contract's price schedule that are required to be purchased by the COUNTY. If the COUNTY urgently requires delivery of goods or services before the earliest date that delivery may be required under this contract, and if the CONTRACTOR will not accept an order providing for accelerated delivery, the COUNTY may acquire the goods or services from another source.

Except as this contract may otherwise provide, if the COUNTY'S requirements do not result in orders in the quantities described as "estimated" in the contract's price schedule, that fact shall not constitute the basis for an equitable adjustment.

#### **ARTICLE 5                    INSURANCE REQUIREMENTS**

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

*(Note: State licenses can be checked via [www.floir.com/companysearch/](http://www.floir.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://www.ambest.com))*

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.  
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.  
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.
- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$1,000,000 (one million dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Required Endorsements:

- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$500,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent
- Professional Liability- with a limit of not less than \$1,000,000 per occurrence/claim

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event

which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

**By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.**

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County, Florida.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County, Florida  
c/o Risk Management Division  
201 S. Rosalind Avenue  
Orlando, Florida 32801

## **ARTICLE 6            INDEMNIFICATION**

To the fullest extent permitted by law, the CONTRACTOR shall defend, indemnify, and hold harmless the COUNTY, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the CONTRACTOR or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the COUNTY.

## **ARTICLE 7            SUBCONTRACTING AND MINORITY/WOMEN EMPLOYMENT PARTICIPATION**

- A. The CONSULTANT shall be responsible for reporting Minority/Women Business Enterprise (M/WBE) sub-CONSULTANT contract dollar amount(s) for the M/WBE sub-

Consultant(s) listed in this document, by submitting the appropriate documents, which shall include but not limited to fully executed sub-consultant agreements and/or purchase orders evidencing contract award of work, to the Business Development Division. Submittal of these sub-consultant agreements/purchase orders is a condition precedent to execution of the prime contract with the COUNTY. Quarterly updated M/WBE utilization reports and Equal Opportunity Workforce Schedule to be submitted every quarter during the term of the contract. Additionally, the CONSULTANT shall ensure that the M/WBE participation percentage proposed in the Consultant's Proposal submitted for this Contract is accomplished.

- B. Subsequent amendments to this contract shall be submitted with the appropriate documentation evidencing contractual change or assignment of work to the Business Development Division, with a copy to the COUNTY'S designated representative, within ten (10) days after COUNTY'S execution.
- C. The CONSULTANT shall be responsible for reporting, on the Equal Opportunity Workforce Schedule, the local minority/women employment percentage levels within the firm and the minority/women employment percentage levels that the firm anticipates utilizing to fulfill the obligations of this Contract. The report(s) shall be submitted to the Business Development Division, on a quarterly basis during the life of the Contract.
- D. The awarded prime CONSULTANT shall furnish written documentation evidencing actual dollars paid to **all sub-Consultants** utilized by the prime CONSULTANT on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the COUNTY may determine actual MWBE participation achieved by the prime CONSULTANT prior to the issuance of final payment.
- E. The awarded prime Consultant's responsibilities and requirements are listed below and shall be included in the sub-agreement:
  - 1. Whereas the prime consultant is being paid in accordance with the Local Government Prompt Payment Act, contractor shall incorporate a 72-hour prompt payment assurance provision and payment schedule in all sub-contracts between the prime and sub-contractors.

**Note:** The County reserves the right to verify that all sub-contractors are being paid within 72 hours of the County's remittance to the prime contractor.

- 2. File copies of all executed subconsultant agreement/contracts between the prime and all M/WBE subcontractors on the project to Orange County Business Development Division one-time for the duration of the contract.
- 3. The awarded prime Consultant shall furnish written documentation evidencing actual dollars paid to each subconsultant utilized by the prime Consultant on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual participation achieved by the prime Consultant prior to the issuance of final payment.

4. The sub-consultant agreement shall include: (a) the percentage of the overall contract value to be sub-contracted; and (b) the dollar amount based on the percentage of the contract value to be sub-contracted (if available at time of sub-consultant agreement).
5. The prime Consultant shall submit an updated quarterly MWBE utilization report and the Equal Opportunity Workforce Schedule report for all professional service contracts. The required reports are to be submitted to the Business Development Division no later than the fifth day after end of reporting period.
6. All sub-contracts shall include the following statement: “It is the M/WBE responsibility to submit the required Quarterly M/WBE utilization reports to the prime and Final M/WBE payment verification form to Business Development Division denoting the percentage of the overall contract fees”

The M/WBE’s failure to submit the required documents could negatively impact their M/WBE certification.

7. The awarded prime Consultant shall not substitute, replace or terminate any M/WBE firm without prior written authorization of the Business Development Division, nor shall the prime reduce the scope of work or monetary value of a subconsultant without written authorization of the Business Development Division.
8. Upon execution of any renewal or extension to this contract, the Prime Consultant shall execute renewals with all approved specified sub-consultants for the full duration of the contract.
9. The prime Consultant shall expeditiously advise all M/WBE’s and the Business Development Division of all change orders, contract modifications, additions and deletions to any and all contracts issued to the M/WBE firm on their team.
10. The COUNTY may at its discretion require copies of subcontracts/purchase orders for the non-M/WBE’s listed on **SCHEDULE OF SUBCONTRACTING - M/WBE PARTICIPATION FORM** and or utilized on the project. However, if this option is not exercised the awarded Proposer shall provide a list of all non-M/WBE sub-Consultants certifying that a prompt payment clause has been included in that contract or purchase order.

F. By entering into this contract, the CONSULTANT affirmatively commits to comply with the M/WBE subcontracting requirements submitted with his/her Proposal. The failure of the CONSULTANT/CONTRACTOR to comply with this commitment during the Contract’s performance period may be considered a breach of Contract.

**The COUNTY may take action up to and including termination for default if this condition is not remedied within the time period specified by the Manager, Procurement.**

#### **ARTICLE 8                    FEDERAL AND STATE TAX**

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONTRACTOR. The CONTRACTOR shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONTRACTOR authorized to use the COUNTY’S Tax Exemption Number in securing such materials.

The CONTRACTOR shall be responsible for payment of its own and its share of its employee FICA and Social Security benefits with respect to this Contract.

**ARTICLE 9            AVAILABILITY OF FUNDS**

The COUNTY'S performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the Board of County Commissioners, or other specified funding source for this procurement.

**ARTICLE 10           CONFLICT OF INTEREST**

The CONTRACTOR represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided for in Florida Statutes 112.311. The CONTRACTOR further represents that no person having any interest shall be employed for said performance.

The CONTRACTOR shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the CONTRACTOR'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONTRACTOR may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONTRACTOR. The COUNTY agrees to notify the CONTRACTOR of its opinion by certified mail within thirty (30) days of receipt of the notification by the CONTRACTOR. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONTRACTOR, the COUNTY shall so state in the notification and the CONTRACTOR shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONTRACTOR under the terms of this Contract.

**ARTICLE 11           TERMINATION**

**A.        Termination for Default:**

The COUNTY may, by written notice to the CONTRACTOR, terminate this contract for default in whole or in part (delivery orders, if applicable) if the CONTRACTOR fails to:

1.        Provide products or services that comply with the specifications herein or fails to meet the COUNTY'S performance standards
2.        Deliver the supplies or to perform the services within the time specified in this contract or any extension.
3.        Make progress so as to endanger performance of this contract
4.        Perform any of the other provisions of this contract.

Prior to termination for default, the COUNTY will provide adequate written notice to the CONTRACTOR through the Manager, Procurement, affording them the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or

the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the CONTRACTOR in accordance with the County's Procurement Ordinance. The CONTRACTOR and its sureties (if any) shall be liable for any damage to the COUNTY resulting from the CONTRACTOR's default of the contract. This liability includes any increased costs incurred by the COUNTY in completing contract performance.

In the event of termination by the COUNTY for any cause, the CONTRACTOR will have, in no event, any claim against the COUNTY for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the COUNTY the CONTRACTOR shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the COUNTY.
4. Continue and complete all parts of that work that have not been terminated.

Neither CONTRACTOR nor COUNTY shall be liable, nor may cancel this contract for default, when delays arise out of causes beyond the control of CONTRACTOR or COUNTY. Such causes may include but are not restricted to acts of God, acts of COUNTY in sovereign capacity, fires, floods, lightning strikes, epidemics, quarantine restrictions, strikes, freight embargoes, wars, civil disturbances, work stoppage, power failures, laws, regulations, ordinances, acts or orders of any governmental agency or official thereof, and unusually severe weather. In every case, the delay must be beyond the control of the claiming party. If CONTRACTOR is delayed in its performance as a result of the above causes, COUNTY, shall upon written request of CONTRACTOR, agree to equitably adjust the provisions of this contract, including price and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit COUNTY'S right to terminate for convenience.

#### **B. Termination for Convenience**

The COUNTY, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the COUNTY shall be liable only for goods or services delivered and accepted. The COUNTY Notice of Termination shall provide the CONTRACTOR thirty (30) days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

#### **ARTICLE 12 FORCE MAJEURE**

1. The Contractor shall not be held responsible for any delay and/or failure in performance of any part of this contract to the extent such delay or failure is caused by explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond the Contractor's control so long as the Contractor's delay is not caused by the Contractor's own fault or negligence. That notwithstanding, the Contractor shall notify the County in writing within forty-eight (48) hours after the beginning of any such cause that would affect its performance hereunder and the County reserves the right the request additional information



that supports the validity of the Contractor's Force Majeure claim. Failure to notify the County in a timely manner of any claim of Force Majeure made pursuant to this section is cause for termination of this contract.

2. If the Contractor's performance is delayed pursuant to this section for a period exceeding two (2) calendar days from the date the County receives the required Force Majeure notice, the County shall have the right to terminate this contract thereafter and shall only be liable to the Contractor for any work performed and validated (if required for payment hereunder) prior to the date of the County's contract termination.
3. If the Contractor's performance is delayed pursuant to this section, the County may, upon written request of the Contractor, agree to equitably adjust the provisions of this contract, including price, performance, and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit the County's right to terminate for convenience.

### **ARTICLE 13            PERSONNEL**

The CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereafter shall be performed by the CONTRACTOR or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONTRACTOR'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY before said change or substitution can become effective.

The CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. The COUNTY may require, in writing, that the CONTRACTOR remove from this contract any employee the COUNTY deems incompetent, careless, or otherwise objectionable.

### **ARTICLE 14            TRUTH IN NEGOTIATION CERTIFICATE**

Signature of this Contract by the CONTRACTOR shall act as the execution of the truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONTRACTOR'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rates or due to inaccurate representations of fees paid to outside Contractors. The COUNTY shall exercise its right under this "Certificate" within one (1) year following final payment.

### **ARTICLE 15            ARREARS**

The CONTRACTOR shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONTRACTOR further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

**ARTICLE 16            DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The CONTRACTOR shall deliver to the COUNTY for approval and acceptance, and before being eligible for final payment or any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

All oral and written information not in the public domain or not previously known, and all information and data obtained, developed or supplied by the COUNTY, or at its expense, will be kept confidential by the CONTRACTOR and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced at the discretion of the COUNTY.

The COUNTY and the CONTRACTOR shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

**ARTICLE 17            INDEPENDENT CONTRACTOR RELATIONSHIP**

The CONTRACTOR is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONTRACTOR'S sole direction, supervision, and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONTRACTOR'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONTRACTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation other than as specifically provided for in this Agreement.

**ARTICLE 18            CONTINGENT FEES**

The CONTRACTOR warrants that it has not employed or retrained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONTRACTOR, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

**ARTICLE 19            ACCESS AND AUDITS**

The CONTRACTOR shall establish and maintain a reasonable accounting system, which enables ready identification of CONTRACTOR'S cost of goods and use of funds. Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the goods for at least five (5) years after completion of this contract. The COUNTY or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the CONTRACTOR or its sub-Contractors as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the CONTRACTOR'S place of business. This right to audit shall

include the CONTRACTOR'S sub-Contractors used to procure goods or services under the contract with the COUNTY. CONTRACTOR shall ensure the COUNTY has these same rights with sub-Contractor(s) and suppliers.

**ARTICLE 20            EQUAL OPPORTUNITY**

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the CONTRACTOR shall abide by the following provisions:

- A.     The CONTRACTOR shall represent that the CONTRACTOR has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B.     The CONTRACTOR shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.
- C.     The provisions of the prime contract shall be incorporate by the CONTRACTOR into the contracts of any applicable subcontractors.

**ARTICLE 21            DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION.**

By executing this contract the firm affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

**ARTICLE 22            FLORIDA CONVICTED/SUSPENDED/DISCRIMINATORY COMPLAINTS.**

By executing this contract the firm affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

**ARTICLE 23            SCRUTINIZED COMPANIES**

- A. By executing this Agreement, the Contractor certifies that it is eligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes.
- B. Specifically, by executing this Agreement, the Contractor certifies that it is **not** on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.
- C. Additionally, if this Agreement is for an amount of one million dollars (\$1,000,000) or more, by executing this Agreement, the Contractor certifies that it is **not**:

1. On the “Scrutinized Companies with Activities in Sudan List” or the “Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List,” created pursuant to Section 215.473, Florida Statutes; and/or
  2. Engaged in business operations in Cuba or Syria.
- D. The County reserves the right to terminate this Agreement immediately should the Contractor be found to:
1. Have falsified its certification of eligibility to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes; and/or
  2. Have become ineligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statute subsequent to entering into this Agreement with the County.
- E. If this Agreement is terminated by the County as provided in subparagraph 4(a) above, the County reserves the right to pursue any and all available legal remedies against the Contractor, including but not limited to the remedies as described in Section 287.135, Florida Statutes.
- F. If this Agreement is terminated by the County as provided in subparagraph 4(b) above, the Contractor shall be paid only for the funding-applicable work completed as of the date of the County’s termination.
- G. Unless explicitly stated in this Section, no other damages, fees, and/or costs may be assessed against the County for its termination of the Agreement pursuant to this Section.

**ARTICLE 24            MODIFICATIONS OF WORK**

The COUNTY reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the CONTRACTOR of the COUNTY’S notification of a contemplated change, the CONTRACTOR shall (1) if requested by COUNTY, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY in writing if the contemplated change shall affect the CONTRACTOR’S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CONTRACTOR shall suspend work on that portion of the work affected by a contemplated change, pending the COUNTY’S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall issue a Contract Amendment or Change Order and the CONTRACTOR shall not commence work on any such change until such written amendment or change order has been issued and signed by each of the parties.

**ARTICLE 25            CONTRACT CLAIMS**

“Claim” as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County relating to a particular contract shall be submitted to the Procurement Manager in writing clearly labeled "Contract Claim" requesting a final decision. The Contractor also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

**Failure to document a claim in this manner shall render the claim null and void. Moreover, no claim shall be accepted after final payment of the contract.**

The decision of the Procurement Manager shall be issued in writing and shall be furnished to the Contractor. The decision shall state the reasons for the decision reached. The Procurement Manager shall render the final decision within sixty (60) days after receipt of Contractor's/Contractor's written request for a final decision. The Procurement Manager's decision shall be final and conclusive.

**The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager of Procurement.**

**ARTICLE 26            TOBACCO FREE CAMPUS**

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to contractors and their personnel during contract performance on county-owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

**ARTICLE 27            VERIFICATION OF EMPLOYMENT STATUS**

Prior to the employment of any person under this contract, the contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the contractor to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the contractor to perform work pursuant to the contract with Orange County. Please refer to USCIS.gov for more information on this process.

**Only those employees determined eligible to work within the United States shall be employed under the contract.**

Therefore, by submission of a bid or proposal in response to this solicitation, the contractor confirms that all employees in the above categories will undergo e-verification before placement on this contract. The contractor further confirms his commitment to comply with this requirement by completing the E- Verification certification.

**ARTICLE 28            LAWS AND REGULATIONS**

All applicable Federal and State laws, municipal and County ordinances shall apply to the solicitation and Contract.

**ARTICLE 29                    PRICE ESCALATION/DE-ESCALATION (CPI)**

The County may allow a price escalation provision within this award. The original contract prices shall be firm for a 1-year period. A price escalation/de-escalation will be considered at annual intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the effective date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at [www.bls.gov](http://www.bls.gov).

Price adjustment shall be calculated by applying the simple percentage model to the CPI data. This method is defined as subtracting the base period index value (at the time of initial award) from the index value at time of calculation (latest version of the CPI published as of the date of request for price adjustment), divided by the base period index value to identify percentage of change, then multiplying the percentage of change by 100 to identify the percentage change. Formula is as follows:

$$\text{Current Index} - \text{Base Index} / \text{Base Index} = \% \text{ of Change}$$

$$\% \text{ of Change} \times 100 = \text{Percentage Change}$$

**CPI-U Calculation Example:**

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130
Divided by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement Division of price decreases in the method outlined above. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the

County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

**ARTICLE 30            ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the Parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this Agreement and any litigation that arises either directly, or indirectly.

**ARTICLE 31            JURY WAIVER**

Each party hereto hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this agreement.

**ARTICLE 32            GOVERNING LAW AND VENUE**

Any and all legal actions associated with this contract will be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be in the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions will be in the Orlando Division of the U.S. Middle District of Florida.

**ARTICLE 33            NO REPRESENTATIONS**

Each party represents that they have had the opportunity to consult with an attorney, and have carefully read and understand the scope and effect of the provisions of this Agreement. Neither party has relied upon any representations or statements made by the other party hereto which are not specifically set forth in this Agreement.

**ARTICLE 34            AUTHORITY TO PRACTICE**

The CONTRACTOR hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to, conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY upon request.

**ARTICLE 35            SEVERABILITY**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 36            SUCCESSORS AND ASSIGNS**

The COUNTY and the CONTRACTOR each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CONTRACTOR shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the CONTRACTOR.

**ARTICLE 37            REMEDIES**

This Contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Circuit Court in and for Orange County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or at equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

**ARTICLE 38            ENTIRETY OF CONTRACTUAL AGREEMENT**

The COUNTY and the CONTRACTOR agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, deleted, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

**ARTICLE 39            NOTICE**

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the COUNTY shall be mailed to:

Orange County Board of County Commissioners  
\_\_\_\_\_  
Procurement Division  
Internal Operations Center II  
\_\_\_\_\_  
400 East South Street  
Orlando, FL 32801  
\_\_\_\_\_

and if sent to the CONTRACTOR shall be mailed to:

Robert A. Johns  
\_\_\_\_\_  
  
Visium Resources, Inc.  
\_\_\_\_\_  
541 S. Orlando Avenue, Suite 201  
\_\_\_\_\_  
  
Maitland, FL 32751  
\_\_\_\_\_

**ARTICLE 40            ATTACHMENTS**

The following attachment(s) is/are attached hereto, and made a part of this Contract in order of precedence:

- A.    SCOPE OF SERVICES
- B.    RFP#Y23-132 FEE SCHEDULE FORM
- C.    POSITION DESCRIPTIONS



**IN WITNESS WHEREOF**, the Board of County Commissioners of Orange County, Florida has made and executed this Contract on behalf of the COUNTY and CONTRACTOR has hereunto set its hand the day and year above written.

CONTRACTOR:

Visium Resources, Inc.

\_\_\_\_\_  
Company Name

*Robert A. Johns*

\_\_\_\_\_  
Signature

Robert A. Johns

\_\_\_\_\_  
Typed Name

Vice President

\_\_\_\_\_  
Title

September 15, 2023

\_\_\_\_\_  
Date

ORANGE COUNTY, FLORIDA:

 Zulay Millan

Assistant Manager, Procurement

\_\_\_\_\_  
Carrie Mathes, MPA, CFCM, NIGP-CPP, CPPO,  
C.P.M.

Procurement Division Manager II

*9.20.2023*

\_\_\_\_\_  
Date

## SCOPE OF SERVICES

### 1. **OVERVIEW**

The Contractor shall supply personnel for short-term assignments, long-term projects and staff augmentation.

### 2. **BACKGROUND**

Orange County exercises the rights and privileges conveyed to it by the State of Florida, and the Orange County Charter. It presently operates with an elected chief executive officer, Orange County Mayor, and six elected district commissioners, who together comprise the Board of County Commissioners. The Board sets utility policies, fees, and rates, and approves the budget. The Orange County Mayor is responsible for overseeing the administration of the day-to-day operations of Orange County Government.

### 3. **CANDIDATE SELECTION**

Position descriptions for each of the positions the County may need to meet its requirements under this contract are included as Attachment C.

When a requirement for services is determined the County will request resumes from the Contractor for consideration.

The Contractor shall provide candidates for in-person interviews in Orlando, Florida, at the Contractor's expense.

Candidates will be selected from the awarded contracts based on the following criteria:

#### A. **Candidate Skills, Experience and Credentials**

The proposed candidates having the technical and interpersonal skills for the particular requirement as defined by the County

#### B. **Response Time**

The ability of the firm to provide personnel in the required time

#### C. **Hourly Rate**

The hourly rate per candidate

If two or more candidates are relatively equal, the candidate with the lowest cost to the County will generally be selected. However, the County reserves the right to select a candidate that in its sole opinion is the best qualified to meet the job requirements.

**NOTE:** At the expense of the Contractor, personnel selected to work within Orange County will be required to have a Level II background check. Level II background check includes:

## LEVEL II (Past 10 years)

- Identification Verification
- Selective Service Status (registered/unregistered)
- Clerk of Courts by County of Residence
- Employment Verification
- DMV by State of residence
- Military Service Verification
- Professional License & Certification Check
- Fingerprint Check
- Credit/Fraud Check

The background check shall have been accomplished, submitted within five (5) days from request, reviewed and approved by the authorized County representative prior to any assignment or work taking place on County property.

**The routine submission of candidates who cannot pass a background check may result in actions leading up to and including termination of this contract.**

#### **4. REQUIRED RESPONSE TIME**

The Contractor shall provide resumes of qualified candidates within one (1) week of notification by the County. The County will notify selected candidates in writing. These candidates shall be available to begin assignments within two (2) weeks of written notification of selection.

The County shall receive thirty (30) calendar day notice in the event that a contract employee terminates his employment with the Contractor. If thirty (30) calendar day notice is not provided, the Contractor shall be responsible for providing additional candidates within one week.

#### **5. BENEFITS, EXPENSES AND EQUIPMENT**

The Contractor shall be responsible for, and shall not be reimbursed by the County for, any employee benefits provided to the employees. This shall include any provisions for travel expenses, training programs, cellular phones (if required) and/or parking as there are no County vehicles or designated parking facilities for these positions.

The Contractor shall be responsible for providing employee cellular phone equipment, computer equipment, vehicle provisions and services to the assigned personnel, as required. This shall include hands free devices for use while operating a motor vehicle. The Contractor's rates shall be inclusive of the travel estimates for each position (See Attachment C for estimated travel in miles per position). Mileage shall be logged and may only be reimbursed when the logged mileage exceeds the travel estimate for the position.

**6. TIME TRACKING**

The Contractor shall supply all personnel with a time tracking system. Hours worked shall be confirmed on bi-weekly basis via signature of a County supervisor. The County will pay only for actual hours worked at the designated County location. No other expenses or allowances will be paid by the County. All hours will be man-hours based on the rates established, no additional compensation will be made for the firm's overtime costs.

**7. PROFESSIONALISM**

Contractor's personnel shall adhere to the same professional and ethical standards of conduct required of County personnel. Including but not limited to the following restrictions:

- A. Discuss with unauthorized persons any information obtained in the performance of work under any engagement which is not considered a public record pursuant to chapter 119, F.S.
- B. Conduct any business not directly related to their County engagement on County premises
- C. Use computer systems and/or other County facilities for company or personal business other than work related to their County engagement
- D. Recruit personnel on County premises
- E. Utilize, repurpose or sell any Intellectual Property accessed directly or indirectly during this engagement in a manner that violates any County license agreement with any third party or infringes on the rights of any person, company or public entity including Orange County
- F. Otherwise act to disrupt official County business

**8. JOINT EMPLOYMENT**

The County shall not be considered a joint employer of the Contractor's personnel under this Contract. Furthermore, the County will not be liable, either jointly or severally, for violations of the Fair Labor Standards Act (FLSA).

**9. RIGHT TO HIRE**

The County reserves the right to hire any personnel, without penalty, after they have completed three (3) months of paid services for the County.

**ATTACHMENT B  
RFP#Y23-132 FEE SCHEDULE FORM**

The Contractor shall provide all labor, equipment, manpower and other resources necessary to provide the goods or services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Fee Schedule Form.

**Instruction to Proposers:** Multiply the average hourly rate by the figure in the Estimated Hours column to arrive at a line item total for each position description. The scope variant for the average hourly rate shall be 20%; the Consultant may propose candidates at pricing points no more than 20% higher than the average hourly rate for expert candidates. The Consultant shall not be required to provide pricing lower than 20% of the average hourly rate for entry-level candidates.

The Contractor’s rates shall be inclusive of the travel estimates for each position (See Attachment “B” for estimated travel in miles per position). Mileage shall be logged and may only be reimbursed when the logged mileage exceeds the travel estimate for the position. **Mileage shall be reimbursed at \$0.625 per mile** for travel exceeding the travel estimate for the position.

**LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

	<b><u>Description</u></b>	<b><u>Average Hourly Rate</u></b>	<b><u>Est. Hours</u></b>	<b><u>Total Estimated Cost</u></b>
1	Professional Engineer (Licensed)	\$ 98.50	20,800	\$ 2,048,800
2	Engineer	\$ 82.00	10,400	\$ 852,800
3	Project Coordinator	\$ 60.85	10,400	\$ 632,840
TOTAL ESTIMATED COST (LINE ITEMS 1, 2 & 3)				\$ 3,534,440

**LOT B. TRAFFIC CONTROL ENGINEERING**

	<b><u>Description</u></b>	<b><u>Average Hourly Rate</u></b>	<b><u>Est. Hours</u></b>	<b><u>Total Estimated Cost</u></b>
1	Professional Engineer (Licensed)	\$ 91.70	10,400	\$ 953,680
TOTAL ESTIMATED COST				\$ 953,680

Company Name: Visium Resources, Inc.

**LOT C. ROADWAY CONSTRUCTION INSPECTION**

	<u>Description</u>	<u>Average Hourly Rate</u>	<u>Est. Hours</u>	<u>Total Estimated Cost</u>
1.	Inspector	\$ 76.84	10,400	\$ 799,136
2.	Professional Engineer (Licensed)	\$ 98.50	8,320	\$ 819,520
TOTAL ESTIMATED COST (LINE ITEMS 1 & 2)				\$ 1,618,656

**LOT D. TRANSPORTATION PLANNING**

	<u>Description</u>	<u>Average Hourly Rate</u>	<u>Est. Hours</u>	<u>Total Estimated Cost</u>
1.	Planner	\$ 92.75	20,800	\$ 1,929,200
TOTAL ESTIMATED COST				\$ 1,929,200

**LOT E. REAL ESTATE MANAGEMENT**

	<u>Description</u>	<u>Average Hourly Rate</u>	<u>Est. Hours</u>	<u>Total Estimated Cost</u>
1.	Title Examiner	\$ 60.45	20,800	\$ 1,257,360
2.	Acquisition Agent	\$ 75.00	20,800	\$ 1,560,000
3.	Review Appraiser	\$ 55.00	20,800	\$ 1,144,000
TOTAL ESTIMATED COST (LINE ITEMS 1, 2 & 3)				\$ 3,961,360

Company Name: Visium Resources, Inc.

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Professional Engineer (Licensed)**

#### **LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

#### **Qualifications**

Bachelor's degree in Civil Engineering.

Registered in Florida as a Professional Engineer with four (4) years of progressively responsible civil engineering and roadway design experience.

#### **Position Summary**

Performs project management and professional engineering work. Provides supervision over one or more major engineering activities. Work is performed with considerable independence under the general supervision of the designated supervisor.

#### **Duties/ Responsibilities**

Contract administration for Capital Improvement Projects for major highway improvement projects, bridges, paving, sidewalks, etc., to include preparation of scope of work, consultant selection, contract negotiations, engineering design and construction plan review, preparation of cost estimates, public involvement and preparation of bid documents.

Coordinate right-of-way acquisition for roadway and other projects; provide right-of-way engineering support throughout roadway planning, roadway design, land acquisition and eminent domain process. Administer cost-to-cure engineering contracts to support appraisal function. Assist in developing costs estimates for right-of-way acquisitions.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 40 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Engineer**

#### **LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

##### **Qualifications**

Bachelor's degree in Civil Engineering.

One (1) years of civil engineering and roadway design experience.

##### **Position Summary**

Performs project management and professional engineering work. Work is performed with considerable independence under the general supervision of the designated supervisor.

##### **Duties/ Responsibilities**

Assists with contract administration for Capital Improvement Projects for major highway improvement projects, bridges, paving, sidewalks, etc., to include preparation of scope of work, consultant selection, contract negotiations, engineering design and construction plan review, preparation of cost estimates, public involvement and preparation of bid documents.

Assists with coordination of right-of-way acquisition for roadway and other projects; provide right-of-way engineering support throughout roadway planning, roadway design, land acquisition and eminent domain process. Administer cost-to-cure engineering contracts to support appraisal function. Assist in developing costs estimates for right-of-way acquisitions.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 40 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**



## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Project Coordinator**

#### **LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

##### **Qualifications**

Graduation from high school and three (3) years of experience in reviewing construction plans, right-of-way maps and legal descriptions and sketches of descriptions; computerized drafting and preparation of legal descriptions and sketches and document management; or an equivalent combination of education, training and experience.

##### **Position Summary**

Provides administrative and technical support to the Division during roadway design and the right-of-way acquisition process. Responsible for timely flow of accurate, current and critical information. Work is performed with some independence under limited supervision of the assigned supervisor.

##### **Duties/ Responsibilities**

Reviews construction plans, right-of-way maps, and legal & sketches for consistency and accuracy.

Provides research and support to engineering staff during design and right-of-way processes. Prepares construction plans and right-of-way maps for court exhibits.

Monitors, tracks and facilitates design and right-of-way acquisitions throughout the process.

Creates and maintains project files and documents in a consistently current, accurate and accessible state.

Responds to requests for production and public records requests from county attorney, property owner's attorneys and public.

Any other duties as assigned.

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Professional Engineer (Licensed)**

#### **LOT B. TRAFFIC CONTROL ENGINEERING**

##### **Qualifications**

Bachelor's degree in Civil Engineering.

Registered in Florida as a Professional Engineer with four (4) years of civil engineering and roadway experience in traffic control and work zone safety.

##### **Representative Duties /Assignments**

Reviews and approves traffic control plans for construction projects scheduled to occur in the right-of- way to ensure safety of motorist and pedestrians.

Conducts field inspections of road and utility construction projects and ensures compliance with approved Maintenance of Traffic plan;

Reviews railroad safety crossing reports and participate in onsite inspections with CSX Florida Central Railroad And FDOT.

Performs related duties as assigned.

##### **Preferences**

Knowledge of the County road system.

Ability to interpret and analyze construction plans and specifications and make recommendations relative to traffic control.

Working knowledge of traffic control standards as set forth in the Manual on Uniform Traffic Control Devices.

Ability to perform field investigations under adverse conditions such as construction sites and/or during inclement weather.

Knowledge of Florida Statute Statues and FDOT regulations, codes, specifications, do's and don'ts, associated with work assigned

Must be FDOT certified in work zone safety and Management of Traffic Safety Level I and II

International Municipal Signal Association (IMSA) Signs and Markings/Signal Certification Must be

knowledgeable in FDOT Design Standard Index from the current 600 series.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 100 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Inspector**

#### **LOT C. ROADWAY CONSTRUCTION INSPECTION**

#### **General Functions**

This is advanced technical work with emphasis on field supervision and inspection.

#### **Representative Duties /Assignments**

Supervises inspection of projects assigned. Based on the area of assignment, may be responsible for projects in the Public Works Division or sewer, water and solid waste projects in the Utilities Division.

Responsible for the supervision of Engineering Inspector I and IIs for detailed inspection for compliance with specification, drawing and terms of contract for work performed by private contractors. May make field changes that do not alter the scope and cost of construction. May schedule and observe contractor's materials, structure and process tests and evaluations. Required to maintain records and prepare reports.

Work is performed with considerable independence under the general supervision of the assigned supervisor.

#### **Minimum Qualifications**

Graduation from high school or equivalent and six years of appropriate engineering experience based on area of assignment; or an equivalent combination of education, training and experience.

Must possess and maintain a valid Driver' License and obtain a Florida Driver's License by date of hire.

Depending on area of assignment, must have satisfactorily completed the Contractor's Underground Utility Examination for inspectors or must complete within six months of entry into the position.

Must have the ability to communicate with the general public while discussing, explaining and interpreting standards and codes.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 100 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Professional Engineer (Licensed)**

#### **LOT C. ROADWAY CONSTRUCTION INSPECTION**

#### **Qualifications**

Bachelor's degree in Civil Engineering.

Registered in Florida as a Professional Engineer with four (4) years of progressively responsible civil engineering and roadway design experience.

#### **Position Summary**

Performs project management and professional engineering work. Provides supervision over one or more major engineering activities. Work is performed with considerable independence under the general supervision of the designated supervisor.

#### **Duties/ Responsibilities**

Contract administration for Capital Improvement Projects for major highway improvement projects, bridges, paving, sidewalks, etc., to include preparation of scope of work, consultant selection, contract negotiations, engineering design and construction plan review, preparation of cost estimates, public involvement and preparation of bid documents.

Coordinate right-of-way acquisition for roadway and other projects; provide right-of-way engineering support throughout roadway planning, roadway design, land acquisition and eminent domain process. Administer cost-to-cure engineering contracts to support appraisal function. Assist in developing costs estimates for right-of-way acquisitions.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 40 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Planner**

#### **LOT D. TRANSPORTATION PLANNING**

##### **General Functions**

This is a responsible supervisory or highly specialized professional planning position directing major work elements and assisting the Section Chief in administering the work program of a section of the Orange County Planning Division.

Tasks assigned to this position require exercising independent, professional judgment based upon prior experience and using the best available data for determining appropriate strategies in the development and presentation of data, reports and recommendations.

This position coordinates the accomplishment of specialized planning and performs on-going planning responsibilities with limited supervision.

##### **Representative Duties /Assignments**

- Plans, coordinates and directs the work of other professional planners, technical and support staff assigned to carry out major work elements within a section of the Division.
- Assists the Chief Planner in directing the section work program tasks including the gathering and preparation of reports, general meeting preparation and necessary public contact.
- Implements procedures and techniques for gathering necessary planning data to support the Section's work program.
- Prepares special planning studies, ordinance revisions, and carries out special projects as needed.
- Attends and conducts meetings with various professional and community groups.
- Leads cross-sectional work teams and supervises technical and support personnel.
- Performs project management responsibilities independently.
- Ensures contract compliance and coordinates work of outside consultants.
- Prepares scopes of work for outside consultants.
- Performs related duties as required.

##### **Minimum Qualifications**

Master's Degree in Urban Planning or closely related field of study and four (4) years of progressively responsible experience in urban planning; or, a Bachelor's Degree in Urban Planning or a closely related field of study and six (6) years of progressively responsible experience in urban planning; or an equivalent combination of education and experience.

##### **Preferences**

American Institute of Certified Planners (AICP) certification or other professional certification or training indicating ongoing professional development activities in the area of urban planning is desired. Knowledge of Geographic Information Systems principles and applications is desired.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 40 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Title Examiner**

#### **LOT E. REAL ESTATE MANAGEMENT**

##### **General Functions**

Performs complex technical work in the preparation, review and examination of title searches, legal documents, descriptions and condemnation suits used in the acquisition of all County properties. (Title searches are from Earliest Public Records to Current Date.)

An incumbent in this position routinely exercises independent judgment in all aspects of the position, including but not limited to approval of title searches, attorney title opinions, commitments, acquisition packages and condemnation suits used in the acquisition of all County properties and ensures all County and legal requirements are met.

##### **Representative Duties /Assignments**

- Performs title searches, updates, and examinations; researches Florida Statutes and Fund Title Notes, determines information necessary to clear title and provides explanation of title information to surveyors, acquisition agents, property owners, attorneys, and County management.
- Reviews legal descriptions, sketches, surveys, right-of way maps, and construction plans, and prepares and reviews instruments of conveyance and related documents for proper form, accuracy, appropriateness, and completeness.
- Uses advanced technical and analytical skills to retrieve information to locate owners of property who are not of record or who do not know that they may have any interest in property cited for acquisition.
- Contacts property owners and others having an interest in parcels to be condemned to verify information for service of process and suit filing.
- Prepares resolution and condemnation suit packages for filing by the County Attorney.
- Participates in pre-order of taking meetings and testifies in court hearings as to title matters when necessary.
- Tracks all assigned projects through the Real Estate Management Division's computer program tracking system.
- Reviews items submitted for real property and leasehold acquisitions for completeness and accuracy and processes them for approval as BCC agenda items or under Ordinance #92-29.
- Coordinate closings with title companies and/or attorneys involving the issuance of title insurance for road projects and all major site purchases for various County divisions.
- Performs other related duties as required.

##### **Minimum Qualifications**

Bachelor's degree from an accredited institution in Real Estate, Business or Public Administration or a closely related field and five years of professional experience in title research and examination of real estate for eminent domain acquisitions; or an equivalent combination of relevant education, training and experience. Ability to read construction plans, plot and evaluate the accuracy of legal descriptions.

##### **Preferences**

Ability to research and retrieve information from multiple sources, such as from: Public Records, Fund Title Notes, Property Appraiser, Tax Collector, Clerk of the Court, Vital Statistics, Court files, Orange County Law Library, Federal Bankruptcy Laws, Florida Statutes, Rule of Civil Procedure, Florida Real Property Law, Probate Law, Title Law and Florida Constitutional Law. Experience in preparation and review of legal documents for eminent domain condemnation actions. Experience with word processing and spreadsheet computer applications. Completion of advanced course work in real property, specifically Real Property Law I/II and courses provided by the International Right of Way Association (IRWA) or similar organization.

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Acquisition Agent**

#### **LOT E. REAL ESTATE MANAGEMENT**

### **General Functions**

Represents Orange County and is responsible for the overall negotiation and acquisition of real property and the related interests in land. These interests are acquired by purchase, donation, condemnation or lease.

Work is performed with limited supervision and is reviewed for compliance with project requirements, Real Estate Management Division objectives, guidelines and policies for achievement of desired results, County Policy, and State Statutes.

### **Representative Duties /Assignments**

- Negotiates real estate transactions which can have an economic, social or political impact upon the community and/or environment.
- Resolves problems in acquiring property interests by using sound judgment, knowledge of real estate practice, acquisition procedures, local, state and federal codes; eminent domain laws.
- Performs skillful, fair, courteous and effective negotiations. Overcomes adverse opinion and widespread objections to accomplish successful negotiations.
- Secures documents necessary to provide clear title and conducts investigative discussions with purported owners or representatives.
- Negotiates numerous parcels on multiple projects. Interprets, contracts, leases, construction plans, right of way maps, architectural and engineering drawings, appraisal reports, and title searches.
- Justifies settlements through written reports and oral presentations to management and user divisions.
- Maintains and monitors project files, information, project reports, contact records, instruments and contract provisions.
- Tracks all assigned projects through the Real Estate Management Division's computer program tracking system.

### **Minimum Qualifications**

Bachelor's degree in Real Estate, Business or Public Administration or a closely related field and three years of, right-of-way acquisition, real estate negotiation experience; or an equivalent combination of relevant education, training and experience. Must possess a valid Driver's License and ability to obtain a Florida Driver's License within six months of hire. Must possess ability to obtain a notary license within six months of hire. Must possess strong and effective oral and written communications skills.

### **Preferences**

Experience in the negotiation and acquisition of real estate under threat of eminent domain. Experience with word processing, spreadsheet and windows applications.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 150 MILES PER WEEK. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Review Appraiser**

#### **LOT E. REAL ESTATE MANAGEMENT**

##### **General Functions**

Performs advanced, complex technical work in the preparation, review and examination of appraisals to determine the fair market value of real estate and other related interests for eminent domain proceedings, impact fee credits and a variety of site acquisitions, etc., for Orange County and exchanges or sales of surplus real property.

Work is performed independently with general supervision and is reviewed for compliance with Real Estate Management Division objectives and policies for achievement of desired results.

##### **Representative Duties /Assignments**

- Performs appraisals for real estate acquisition or disposition by the County.
- Inspects and appraises commercial, residential and vacant land, real and appurtenant personal property.
- Reviews appraisals submitted to the County for real estate acquisition, insurance and/or property accounting purposes.
- Evaluates appraisal firms' performance, addresses corrections, and approves payment.
- Estimates total right-of-way cost of projects for budgeting that include the estimated value of the property to be acquired, appraisal fees, attorney's fees and other consulting fees and legal costs.
- Assists Acquisition Agents, County Attorney's Office and County Departments with appraisal needs.
- Tracks all assigned projects through the Real Estate Management Division's computer program tracking system.

##### **Minimum Qualifications**

Bachelor's degree in Real Estate, Business, Finance or Public Administration or a closely related field and five years of experience as an appraiser; and Florida State Certified General Real Estate Appraiser license.

##### **Preferences**

Experience in appraisal and review for eminent domain. Experience with appraisal services contracting, expert testimony.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 150 MILES PER WEEK. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**



**ATTACHMENT B  
RFP#Y23-132 FEE SCHEDULE FORM**

The Contractor shall provide all labor, equipment, manpower and other resources necessary to provide the goods or services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Fee Schedule Form.

**Instruction to Proposers:** Multiply the average hourly rate by the figure in the Estimated Hours column to arrive at a line item total for each position description. The scope variant for the average hourly rate shall be 20%; the Consultant may propose candidates at pricing points no more than 20% higher than the average hourly rate for expert candidates. The Consultant shall not be required to provide pricing lower than 20% of the average hourly rate for entry-level candidates.

The Contractor’s rates shall be inclusive of the travel estimates for each position (See Attachment “B” for estimated travel in miles per position). Mileage shall be logged and may only be reimbursed when the logged mileage exceeds the travel estimate for the position. **Mileage shall be reimbursed at \$0.625 per mile** for travel exceeding the travel estimate for the position.

**LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

	<b><u>Description</u></b>	<b><u>Average Hourly Rate</u></b>	<b><u>Est. Hours</u></b>	<b><u>Total Estimated Cost</u></b>
1	Professional Engineer (Licensed)	\$ 98.50	20,800	\$ 2,048,800
2	Engineer	\$ 82.00	10,400	\$ 852,800
3	Project Coordinator	\$ 60.85	10,400	\$ 632,840
TOTAL ESTIMATED COST (LINE ITEMS 1, 2 & 3)				\$ 3,534,440

**LOT B. TRAFFIC CONTROL ENGINEERING**

	<b><u>Description</u></b>	<b><u>Average Hourly Rate</u></b>	<b><u>Est. Hours</u></b>	<b><u>Total Estimated Cost</u></b>
1	Professional Engineer (Licensed)	\$ 91.70	10,400	\$ 953,680
TOTAL ESTIMATED COST				\$ 953,680

Company Name: Visium Resources, Inc.

**LOT C. ROADWAY CONSTRUCTION INSPECTION**

	<u>Description</u>	<u>Average Hourly Rate</u>	<u>Est. Hours</u>	<u>Total Estimated Cost</u>
1.	Inspector	\$ 76.84	10,400	\$ 799,136
2.	Professional Engineer (Licensed)	\$ 98.50	8,320	\$ 819,520
TOTAL ESTIMATED COST (LINE ITEMS 1 & 2)				\$ 1,618,656

**LOT D. TRANSPORTATION PLANNING**

	<u>Description</u>	<u>Average Hourly Rate</u>	<u>Est. Hours</u>	<u>Total Estimated Cost</u>
1.	Planner	\$ 92.75	20,800	\$ 1,929,200
TOTAL ESTIMATED COST				\$ 1,929,200

**LOT E. REAL ESTATE MANAGEMENT**

	<u>Description</u>	<u>Average Hourly Rate</u>	<u>Est. Hours</u>	<u>Total Estimated Cost</u>
1.	Title Examiner	\$ 60.45	20,800	\$ 1,257,360
2.	Acquisition Agent	\$ 75.00	20,800	\$ 1,560,000
3.	Review Appraiser	\$ 55.00	20,800	\$ 1,144,000
TOTAL ESTIMATED COST (LINE ITEMS 1, 2 & 3)				\$ 3,961,360

Company Name: Visium Resources, Inc.

**AUTHORIZED SIGNATORIES/NEGOTIATORS**

The Proposer represents that the following **principals** are authorized to sign proposals, negotiate and/or sign contracts and related documents to which the proposer will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email
Robert A . Johns	Vice President	(321) 397-1016 / bjohns@myvisium.com
Michael R. Forster	President	(321) 397-1016 / mforster@myvisium.com

Robert A. Johns \_\_\_\_\_  
(Signature) 2/1/2023  
(Date)  
Vice President  
(Title)  
Visium Resources, Inc.  
(Name of Business)

The Proposer shall complete and submit the following information with the proposal:

**Type of Organization**

Sole Proprietorship       Partnership       Non-Profit  
 Joint Venture\*       Corporation

(a)  
(b) **State of Incorporation: Florida**

Principal Place of Business (Florida Statute Chapter 607): Maitland/Orange/Florida  
City/County/State

**THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE PROPOSER’S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.**

Federal I.D. number is: 04-3786700

\* *Joint venture firms must complete and submit with their Proposal Response the form titled “Information for Determining Joint Venture Eligibility”, and a copy of the formal written and executed Joint Venture agreement between all joint venture parties. This joint venture agreement must be executed and indicate the parties’ respective roles, responsibilities and levels of participation for the project. **If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted.** Failure to timely submit the required form along with the formal written and executed Joint Venture agreement may result in disqualification of your Proposal Response.*

**February 15, 2023**  
**BOARD OF COUNTY COMMISSIONERS**  
**ORANGE COUNTY, FLORIDA**  
**REQUEST FOR PROPOSALS (RFP) Y23-132 ADDENDUM # 1**

**CIVIL ENGINEERING, PLANNING AND REAL ESTATE**  
**ACQUISITION STAFF AUGMENTATION SERVICES**

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~striketrough~~.

**A. The Bid Submission Deadline Date remains Tuesday, February 28, 2023 at 4:00PM EST.**

**B. Questions and Answers**

- a. Question: Would it be acceptable to list Orange County Real Estate Division as a reference in our response to this RFP?  
**Answer:** Yes, it is acceptable to list an Orange County Real Estate Division as a reference in response to this RFP.
  
- b. Question: How many vendors will be awarded?  
**Answer:** Per the RFP GENERAL TERMS AND CONDITIONS, 4. CONTRACT TERM, "Proposers may compete for one (1) lot or multiple lots. However, each lot shall be all-or-none. Proposers failing to provide a fee for all line items within a lot shall be deemed non-responsive."
  
- c. Question: Can you please provide us with an estimated or NTE budget allocated for this contract?  
**Answer:** There is no estimated amount.
  
- d. Question: What is the tentative start date of this engagement?  
**Answer:** The tentative start date is June 4, 2023.
  
- e. Question: What is the work location of the proposed candidates?  
**Answer:** Public Works – 4200 S John Young Parkway, Orlando, FL; Real Estate Management – 400 E South Street, Orlando, FL.
  
- f. Question: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing?

**Answer:** The incumbents are Hill International, Inc., Moten Tate, Inc., and Visium Resources, Inc. Current pricing can be found on their respective contracts by searching each vendor's name on the following link: <https://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp>

- g. Question: If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?

**Answer:** If the incumbents are interested in submitting a proposal, there is no current restrictions on their eligibility to submit a proposal.

- h. Question: Are there any pain points or issues with the current vendor(s)?

**Answer:** The incumbents do not have any unsatisfactory reports filed under their respective contracts.

- i. Question: Could you please share the previous spending on this contract, if any?

**Answer:** As of 2/9/2023, for term contract Y16-132A, the amount paid to incumbent was \$206,494.48. For term contract Y16-132B, there were no recorded expenditures. For Y16-132C, the amount paid to the incumbent was \$ 2,882,022.05. The spending shown is from start of the contract, April 1, 2016 to present time, 2/09/2023. The scope/requirements of the new solicitation are not the same as the current contracts.

- j. Question: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

**Answer:** There is no mandatory subcontracting requirement. However, the goal of certified minority/women business enterprise (M/WBE) is 24% of the contract value for this project. Refer to SECTION 3 PROPOSAL SUBMISSION REQUIREMENTS AND DOCUMENTATION, Tab 7, Minority/Women Owned Business Enterprise, Letter A; Page 4.

- k. Question: If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

**Answer:** Yes, if proposed candidates are not available at the time of award, the County will allow the agency to provide replacement personnel with similar or more skill sets.

- l. Question: Are hourly rate ranges acceptable?

**Answer:** Hourly rate ranges are not acceptable. An average hourly rate shall be provided on each line item on ATTACHMENT B RFP #Y23-132 Fee

Schedule Form for Lots A-E. Refer to paragraph "Instruction to Proposers" on the Fee Schedule Form for additional details.

- m. Question: Could you please let us know how many positions were filled in the last contract? and How many positions do we expect in the current contract?

**Answer:** Three positions were consistently filled under Y16-132 contracts. Additional positions may be required pending workload.

- n. Question: Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

**Answer:** The County is closed for business on New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. Additional Paid Time Off and Vacation will be at the Agency's discretion.

- o. Question: Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

**Answer:** Work is to be completed onsite. Remote access may be available from the User Division at a later date.

- p. Question: Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

**Answer:** Resumes are not required at the time of proposal submission. Resumes are required upon request of User Division to fill a position.

- q. Question: With regard to the subject RFP, would the County accept electronic signatures on the applicable forms?

**Answer:** Yes, the County accepts electronic signatures on the applicable forms.

All other specifications, terms and conditions remain the same

### **C. ACKNOWLEDGEMENT OF ADDENDA**

- a. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- b. All other terms and conditions of the IFB remain the same.

c. Receipt acknowledge by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm



**NOTICE IS HEREBY GIVEN** that Orange County, Florida, henceforth referred to as the County is accepting sealed proposals for:

**REQUEST FOR PROPOSALS #Y23-132, CIVIL ENGINEERING, PLANNING AND  
REAL ESTATE ACQUISITION STAFF AUGMENTATION SERVICES  
TERM CONTRACT**

Copies of the Request for Proposals (RFP) documents may be obtained from Orange County by download at: <https://secure.procurenow.com/portal/orangecountyfl>

**PROPOSAL SUBMISSION DUE DATE:**

Sealed Electronic offers for furnishing the above will be accepted up to **4:00 PM (local time), Tuesday, February 28, 2023**, via the electronic procurement portal referenced above.

To maintain a secured sealed process electronic submissions are required to be made through the OpenGov Procurement portal only at: <https://secure.procurenow.com/portal/orangecountyfl>.

Firms shall not be permitted to hand-deliver, mail, telephone, fax or email offers. Responses received after the submission deadline and/or transmitted outside of the designated OpenGov Procurement portal shall be rejected.

**NOTICE TO PROPOSERS:**

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Jenna Allen, Contracting Agent at [Jenna.Allen@ocfl.net](mailto:Jenna.Allen@ocfl.net).

**QUESTIONS:**

All questions or concerns regarding this Request for Proposals shall be submitted by email to [Jenna.Allen@ocfl.net](mailto:Jenna.Allen@ocfl.net), no later than 5:00 PM **Thursday, February 9, 2023** to the attention of Jenna Allen, Procurement Division, referencing the RFP number.



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**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

## GENERAL TERMS AND CONDITIONS

### 1. PURPOSE

The Orange County Board of County Commissioners, Orange County, Florida, is soliciting proposals for Civil Engineering, Planning, Vertical Construction Management and Real Estate Acquisition Staff Augmentation Services . These Consultants shall be used for short-term assignments, long-term projects and staff augmentation.

### 2. INSTRUCTIONS TO PROPOSERS

Proposals shall be submitted via the electronic submission portal at: <https://secure.procurenow.com/portal/orangecountyfl>. Responses will be opened per the public meeting notice.

**Offers by mail, hand-delivery, e-mail, telephone, or fax shall not be accepted. Proposals submitted outside of the designated electronic submission portal shall be rejected as non-responsive regardless of where received.**

**The County shall not be responsible for delays caused by any occurrence. The time/date stamp clock located in the electronic submittal portal shall serve as the official authority to determine lateness of any offer. The submission deadline shall be scrupulously observed. It is the sole responsibility of the proposer to ensure that their proposal reaches the Procurement Division. The decision to refuse to consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).**

All proposals will be opened publicly in accordance with the public notice, and the names of all timely proposers shall be read aloud.

Public Openings are held each Wednesday at 9:30am and Friday at 9:30am. A public opening of responses will be conducted at the next posted Procurement Public Meeting following the submission deadline. In the event of a County Holiday or unforeseen delay, responses shall remain sealed until the next public meeting.

Firms will be able to attend the public opening virtually, see the following instructions:

Visit: <https://ocfl.webex.com/ocfl/j.php?MTID=m59bb20319c748f1e60a933cf59c7125b>

Meeting number: 286 177 361

Password: Go2Meeting

Join by phone Option 1: 1-408-792-6300

Access code: 286 177 361

Join by phone Option 2: 1-617-315-0740

Access code: 286 177 361

Join by phone Option 3: 1-602-666-0783

Access code: 286 177 361

The physical meeting location is 400 E. South Street, 2nd Floor, Orlando, Florida 32801

### 3. QUESTIONS REGARDING THIS RFP

All questions or concerns regarding this Request for Proposals must be submitted in writing, by email as indicated on the coverage of this RFP, referencing the RFP number. When required the Procurement Division will issue an addendum to the Request for

Proposals. The addendum will be available on the Internet for access by potential proposers. Proposers are instructed not to contact the initiating division directly.

Proposers shall not direct any queries or statements concerning their proposal to the Orange County Procurement Committee or County staff during the selection process, from the time of submission of a proposal until the execution of a contract.

Any proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement. **However, you may contact the Contracting Agent at any time during this process, including during the Black Out Period.**

No oral interpretation of this Request for Proposals shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Procurement Division Manager.

This provision exists solely for the convenience and administrative efficiency of Orange County. No proposer or other third party gains any rights by virtue of this provision or the application thereof, nor shall any proposer or third party have any standing to sue or cause of action arising there from.

#### 4. **CONTRACT TERM**

The County at its sole discretion may award one or more contracts for this service. The contract(s) resulting from this Request for Proposals shall commence effective upon issuance of a term contract by the County and extend for a period of (5) years. The contract may be renewed for two (2) additional one (1) year periods, upon mutual agreement of both parties.

**Proposers may compete for one (1) lot or multiple lots. However, each lot shall be all-or-none. Proposers failing to provide a fee for all line items within a lot shall be deemed non-responsive.**

#### 5. **DRAFT CONTRACT**

The contract that the County intends to use for award is enclosed for reference. Any exceptions to this standard contract must be clearly indicated by return of the standard contract with the proposal, with exceptions clearly noted. The County has the right to require the selected respondent to sign the attached contract or to negotiate revisions to the contract language prior to execution of the contract, at its sole discretion.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the parties.

#### 6. **INSURANCE**

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by

Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

*(Note: State licenses can be checked via [www.flair.com/companysearch/](http://www.flair.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://www.ambest.com))*

Required Coverage:

Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.  
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations

Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.  
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$1,000,000 (one million dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$500,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis.

Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

Waiver of Subrogation- WC 00 03 13 or its equivalent

Additional Required Coverage:

Professional Liability- with a limit of not less than \$1,000,000 per occurrence/claim

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County, Florida.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County, Florida  
c/o Risk Management Division  
201 S. Rosalind Avenue

7. **POST AWARD MEETING**

Within **five (5)** days after receipt of notification of award, Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

8. **ACCEPTANCE/REJECTION/CANCELLATION**

The County reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment best serves the interest of the County, or to award a contract to the next most qualified proposer if a successful proposer does not execute a contract within thirty (30) days after approval of the selection by the Board of County Commissioners or other competent authority.

The County also reserves the right to reject the proposal of any proposer who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the County's opinion, is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of proposers in order to make a determination as to the foregoing.

Orange County reserves the right, and the Manager of Procurement Division has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

9. **DEVELOPMENT OR ASSISTANCE IN DEVELOPMENT OF SPECIFICATIONS/ REQUIREMENTS/ STATEMENTS OF WORK**

Firms and/or individuals that assisted in the development or drafting of the specifications, requirements, statements of work, or solicitation documents contained herein are excluded from competing for this solicitation.

This shall not be applicable to firms and/or individuals providing responses to a publicly posted Request for Information (RFI) associated with a solicitation.

10. **CLARIFICATION**

The County reserves the right to request clarification of information submitted and to request additional information of one or more proposers.

11. **WITHDRAWAL OF PROPOSAL**

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days, to provide to the County the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.



**12. SEALED PROPOSALS**

Proposals shall be submitted via the electronic submission portal at: <https://secure.procurenow.com/portal/orangecountyfl>, prior to the submission deadline. Proposals will be opened and proposer names shall be disclosed per the public meeting notice.

**13. PROPOSAL PREPARATION**

Costs of preparation of a response to this request for proposals are solely those of the Proposer. The County assumes no responsibility for any such costs incurred by the Proposer. The Proposer also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

**14. ACCOUNTING SYSTEM**

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor's cost of goods and use of funds. The accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the goods for at least five (5) years after completion of this contract. The County or designee shall have access to books, records, subcontract(s), financial operations, and documents of the Contractor or its subcontractors, as required to comply with this section, for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the contractor's subcontractors used to procure goods or services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractor(s) and suppliers.

**15. SHORTLISTS, PROTESTS AND LOBBYING**

The recommended award will be posted for review by interested parties at the Procurement Division and at: <http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain posted for a period of five (5) full business days.

**Orange County Lobbyist Regulations General Information**

<http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx>

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the Contractor. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The Board of County Commissioners may void any contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the black-out period restrictions of Ordinance No. 2002-15.

**Orange County Protest Procedures**

<http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx>

Failure to file a protest with the Procurement Manager by 5:00 PM on the fifth full business day, after posting, shall constitute a waiver of bid protest proceedings.

Information regarding Procurement Committee scheduling and Board approvals is available by calling the Procurement Reception Desk at (407) 836-5635.

**16. PUBLIC ENTITY CRIME**

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists/convicted\\_vendor\\_list](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list)

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or Contractor under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

**17. AVAILABILITY OF FUNDS**

The obligations of the County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Orange County Board of County Commissioners, or other specified funding source for this procurement.

**18. TOBACCO FREE CAMPUS**

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to contractors and their personnel during contract performance on county-owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

**19. SINGLE-USE PRODUCTS**

The Board of County Commissioners has established a single-use products and plastic bags policy intended to reduce the use of products which have become globally recognized as having lasting negative impacts on the environment.

Neither single-use products nor plastic bags may be sold or disbursed on County property by staff or contracted vendors, except as set forth in Orange County Administrative Regulation 9.01.03. Failure to comply with the Regulation may result in termination of the

contract or other contractual remedies, and may affect future contracting with the County. The use of reusable, recyclable, biodegradable, or compostable materials is encouraged.

**20. VERIFICATION OF EMPLOYMENT STATUS**

The Contractor is required to be registered with the U.S. Department of Homeland Security's E-Verify system prior to entering into a contract with Orange County. The Contractor shall use the E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term. The Contractor shall include an express provision in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:

<http://www.uscis.gov/portal/site/uscis>.

**Only those employees determined eligible to work within the United States shall be employed under this contract.**

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

A public employer, contractor, or subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Florida Statutes is obligated to terminate the contract with the person or entity pursuant to Section 448.095(2)(c)1, Florida Statutes. If Orange County terminates the contract for the foregoing reason, the contractor may not be awarded a public contract for at least one (1) year after the date on which the contract was terminated, and the contractor will be liable for any additional costs incurred by Orange County as a result of the termination of the contract.

**21. SCHEDULE OF SUBCONTRACTING**

Proposers shall list **all** proposed sub-contractors to be used, regardless of racial or gender grouping. Include names, addresses, phone numbers, type of work subcontracted (discipline, trade or commodity), proposed percentage of work, and the M/WBE or Majority designation (M/WBE or Non-M/WBE).

**22. EQUAL OPPORTUNITY**

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the Contractor shall abide by the following provisions:

- A. The Contractor shall represent that the Contractor has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B. The Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.

The provisions of the prime contract shall be incorporate by the Contractor into the contracts of any applicable subcontractors.

**23. CONFLICT OF INTEREST**

The award is subject to provisions of applicable State Statutes and County Ordinances. All proposers must disclose with their offer the name of any officer, director, or agent who is also an employee of Orange County. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Proposer's firm or any of its branches. Should the Contractor permanently or temporarily hire any County employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the County.

**24. DEBRIEFING OF PROPOSERS**

Not later than thirty (30) days after Board approval of a selection or shortlist, a proposer may submit a written request to the applicable contracting agent for a debriefing on the evaluation of their proposal. The contracting agent will schedule a meeting with the Proposer for the debriefing. However, at the Proposer's request, the debriefing may be conducted via telephone conference. The debriefing shall include the following minimum information:

- A. Key requirements of the solicitation.
- B. The overall ranking of all proposals.
- C. The significant weaknesses or deficiencies in the proposal in response to the requirements of the solicitation.
- D. If requested, an explanation of the score received for each evaluation criteria will be provided, including costs, if applicable.
- E. If applicable, a summary of the rationale for award.
- F. Responses to any relevant questions of the Proposer.

Untimely debriefing requests will also be considered.

**25. REFERENCE CHECKS**

The contact person listed as a reference shall be someone who has personal knowledge of the Proposer's performance during the referenced contract. Contact persons shall have been informed that they are being used as a reference and that the County may be contacting them. More than one person can be listed but all shall have knowledge of the project. DO NOT list principals or officers who will not be able to answer specific questions regarding the project.

Failure of references listed to respond to the County's inquiries may negatively impact the evaluation of the Proposal. The reference shall be the owner or a representative of the owner.

**26. CONFIDENTIAL INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all bidders/proposers should be aware that formal solicitations and the responses thereto are in the public domain. Requests for confidential treatment will not supersede the County's legal obligation to provide records to the public consistent with public records law. Bidders/proposers must cite specific, applicable legal grounds to support a request for confidential treatment, of any portion of a bid/proposal. Requests by bidders/proposers to keep entire bids/proposals confidential are generally not supported by public records laws. At a minimum, the County will disclose the successful bidder's/proposer's name, the substance of the bid/proposal, and the price.

If the bidder/proposer requests confidential treatment, bidder/proposer must submit an additional copy of the bid/proposal with the proposed confidential information redacted. This copy must include a general description of the information redacted, and shall only be redacted in the least expansive manner necessary to effectuate the requested exemption(s). In a separate attachment, bidder/proposer shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis under Florida law, including a detailed justification for exempting the information from public disclosure.

Bidder/proposer shall hold harmless and indemnify the County for all claims, actions, suits, judgments, fines, costs or damages the County may incur as a result of bidder's/proposer's request for confidential treatment of its bid/proposal. Bidder/proposer agrees and understands that the County may make copies of, and distribute, the bid/proposal without any requested redactions, to facilitate evaluation. Bidder/proposer warrants that such copying will not violate the rights of any third party.

**27. PUBLIC RECORDS COMPLIANCE  
(APPLICABLE FOR SERVICE CONTRACTS)**

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange 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 this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the 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 if the Contractor does not transfer the records to Orange County.
4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

**6. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT :**

**PROCUREMENT PUBLIC RECORDS LIAISON  
400 E. SOUTH STREET, 2<sup>ND</sup> FLOOR, ORLANDO, FL 32801  
[PROCUREMENTRECORDS@OCFL.NET](mailto:PROCUREMENTRECORDS@OCFL.NET), 407-836-5635**

**28. FEDERAL AND STATE TAX**

The County is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Manager, Procurement Division will sign an exemption certificate submitted by the Contractor.

Contractors doing business with the County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Contractor be authorized to use the County's Tax Exemption Number in securing such materials.

**29. PROPRIETARY/RESTRICTIVE SPECIFICATIONS**

If a proposer considers the specification contained herein to be proprietary or restrictive in nature, thus potentially resulting in reduced competition, they are urged to contact the Procurement Division prior to bid opening. Specifications which are unrelated to performance will be considered for deletion via addendum to this Request for Proposals.

**30. MISTAKES**

In the event of extension error(s), the unit prices will prevail and the proposer's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Proposer's total will be corrected accordingly. Any discrepancy between words and numbers will be resolved in favor of the written words. Proposers must check their submissions where applicable. Failure to do so will be at the Proposer's risk. Proposals having erasures or corrections must be initialed in ink by the Proposer.

**31. CONTRACTUAL AGREEMENT**

This solicitation shall be included and incorporated in the final contract or purchase order. The order of contract precedence will be the contract (purchase order), solicitation, and proposal. Any and all legal actions associated with this Request for Proposals and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

**32. PAYMENT TERMS/DISCOUNTS**

The County's payment terms are in accordance with Florida Statute 218, Local Government Prompt Payment Act. Cash discounts for prompt payment will be considered in determining the lowest net cost for fee proposal evaluation purposes. Notwithstanding the above, discount payment terms shall not be less than net 30 calendar days from receipt of correct invoice.

**33. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of this offer, the Proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this procurement:

- A. The prices in this offer have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.
- B. Unless otherwise required by law, the prices which have been offered in this proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other Proposer or to any competitor; and,

- C. No attempt has been made or shall be made by the Proposer to induce any other person or Proposer to submit or not to submit an offer for the purpose of restricting competition.

#### 34. **FEDERAL REQUIREMENTS**

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

Equal Employment Opportunity: For any federally assisted construction contract, as defined in 41 CFR 60-1.3, the contractor, subcontractor, subrecipient shall follow all of the requirements of the Equal Opportunity Clause as stated in 41 CFR 60-1.4.

Davis-Bacon Act: For any federally assisted construction contract, in excess of two thousand dollars (\$2,000), the contractor, subcontractor, subrecipient shall comply with all of the requirements of the Davis-Bacon Act (40 U.S.C. 3141 – 3148) as supplemented by Department of Labor Regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and assisted Construction”); and the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). For a definition of “Construction” see 48 CFR 2.101.

Contract Work Hours and Safety Standards Act: For any federally assisted contract, in excess of one hundred thousand dollars (\$100,000), that involves the employment of mechanics or laborers, the contractor, subcontractor, subrecipient shall comply with all of the requirements of the Contract work Hours and Safety Standards Act (40 U.S.C. 3702 and 3704), as supplemented by Department of Labor Regulations (29 CFR Part 5).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding one hundred thousand dollars (\$100,000) must file the required Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements Appendix A. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Rights to Inventions Made Under a Contract or Agreement: For any federally assisted contract, awarded to a small business firm or nonprofit organization as defined in 37 CFR 401.2 for the performance of experimental, developmental, or research work, the contractor, subcontractor, subrecipient agrees to all of the terms in 37 CFR 401.14(a) and (b) regarding Patent Rights and The Allocation of Principal Rights.

Clean Air Act and the Federal water Pollution Control Act: For any federally assisted contract, or subgrant, in excess of one hundred and fifty thousand dollars (\$150,000), the



contractor, subcontractor, subrecipient or subgrant recipient shall comply with all of the requirements of the Clean Air Act (42 U.S.C. 7401 -7671q.) and the Federal water Pollution Control Act as amended (33 U.S.C. 1251 – 1387).

Procurement of Recovered Materials:

- (1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired
  - a. Competitively within a timeframe providing for compliance with the contract performance schedule;
  - b. Meeting contract performance requirements; or
  - c. At a reasonable price.
- (2) Information about this requirement, along with a list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

Awarded Contractors are required to fully comply with all requirements outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**SECTION 2**  
**SCOPE OF SERVICES**

## SCOPE OF SERVICES

### 1. **OVERVIEW**

The Contractor shall supply personnel for short-term assignments, long-term projects and staff augmentation.

### 2. **BACKGROUND**

Orange County exercises the rights and privileges conveyed to it by the State of Florida, and the Orange County Charter. It presently operates with an elected chief executive officer, Orange County Mayor, and six elected district commissioners, who together comprise the Board of County Commissioners. The Board sets utility policies, fees, and rates, and approves the budget. The Orange County Mayor is responsible for overseeing the administration of the day-to-day operations of Orange County Government.

### 3. **CANDIDATE SELECTION**

Position descriptions for each of the positions the County may need to meet its requirements under this contract are included as Attachment C.

When a requirement for services is determined the County will request resumes from the Contractor for consideration.

The Contractor shall provide candidates for in-person interviews in Orlando, Florida, at the Contractor's expense.

Candidates will be selected from the awarded contracts based on the following criteria:

#### A. **Candidate Skills, Experience and Credentials**

The proposed candidates having the technical and interpersonal skills for the particular requirement as defined by the County

#### B. **Response Time**

The ability of the firm to provide personnel in the required time

#### C. **Hourly Rate**

The hourly rate per candidate

If two or more candidates are relatively equal, the candidate with the lowest cost to the County will generally be selected. However, the County reserves the right to select a candidate that in its sole opinion is the best qualified to meet the job requirements.

**NOTE:** At the expense of the Contractor, personnel selected to work within Orange County will be required to have a Level II background check. Level II background check includes:

## LEVEL II (Past 10 years)

- Identification Verification
- Selective Service Status (registered/unregistered)
- Clerk of Courts by County of Residence
- Employment Verification
- DMV by State of residence
- Military Service Verification
- Professional License & Certification Check
- Fingerprint Check
- Credit/Fraud Check

The background check shall have been accomplished, submitted within five (5) days from request, reviewed and approved by the authorized County representative prior to any assignment or work taking place on County property.

**The routine submission of candidates who cannot pass a background check may result in actions leading up to and including termination of this contract.**

#### **4. REQUIRED RESPONSE TIME**

The Contractor shall provide resumes of qualified candidates within one (1) week of notification by the County. The County will notify selected candidates in writing. These candidates shall be available to begin assignments within two (2) weeks of written notification of selection.

The County shall receive thirty (30) calendar day notice in the event that a contract employee terminates his employment with the Contractor. If thirty (30) calendar day notice is not provided, the Contractor shall be responsible for providing additional candidates within one week.

#### **5. BENEFITS, EXPENSES AND EQUIPMENT**

The Contractor shall be responsible for, and shall not be reimbursed by the County for, any employee benefits provided to the employees. This shall include any provisions for travel expenses, training programs, cellular phones (if required) and/or parking as there are no County vehicles or designated parking facilities for these positions.

The Contractor shall be responsible for providing employee cellular phone equipment, computer equipment, vehicle provisions and services to the assigned personnel, as required. This shall include hands free devices for use while operating a motor vehicle. The Contractor's rates shall be inclusive of the travel estimates for each position (See Attachment C for estimated travel in miles per position). Mileage shall be logged and may only be reimbursed when the logged mileage exceeds the travel estimate for the position.

**6. TIME TRACKING**

The Contractor shall supply all personnel with a time tracking system. Hours worked shall be confirmed on bi-weekly basis via signature of a County supervisor. The County will pay only for actual hours worked at the designated County location. No other expenses or allowances will be paid by the County. All hours will be man-hours based on the rates established, no additional compensation will be made for the firm's overtime costs.

**7. PROFESSIONALISM**

Contractor's personnel shall adhere to the same professional and ethical standards of conduct required of County personnel. Including but not limited to the following restrictions:

- A. Discuss with unauthorized persons any information obtained in the performance of work under any engagement which is not considered a public record pursuant to chapter 119, F.S.
- B. Conduct any business not directly related to their County engagement on County premises
- C. Use computer systems and/or other County facilities for company or personal business other than work related to their County engagement
- D. Recruit personnel on County premises
- E. Utilize, repurpose or sell any Intellectual Property accessed directly or indirectly during this engagement in a manner that violates any County license agreement with any third party or infringes on the rights of any person, company or public entity including Orange County
- F. Otherwise act to disrupt official County business

**8. JOINT EMPLOYMENT**

The County shall not be considered a joint employer of the Contractor's personnel under this Contract. Furthermore, the County will not be liable, either jointly or severally, for violations of the Fair Labor Standards Act (FLSA).

**9. RIGHT TO HIRE**

The County reserves the right to hire any personnel, without penalty, after they have completed three (3) months of paid services for the County.

**SECTION 3**  
**PROPOSAL SUBMISSION REQUIREMENTS AND DOCUMENTATION**

## **STATEMENT OF NO-PROPOSAL**

The Procurement Division is committed to continuously improve its processes and our goal is to receive maximum participation from the vendor community. If your firm chooses not to participate in responding to this solicitation please email [Jenna.Allen@ocfl.net](mailto:Jenna.Allen@ocfl.net), referencing the RFP number, and briefly explain why the decision was made to not participate.

## **PROPOSAL FORMAT**

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The County reserves the right to award a contract pursuant to this RFP without further discussion with proposers. Therefore, it is important that each proposal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible.

## **SUBMITTAL REQUIREMENTS**

The following information shall be submitted with your proposal. Failure to submit this information in its entirety will negatively impact the evaluation of your proposal.

### TAB 1. QUALIFICATIONS OF STAFF

- A. Provide qualifications and resumes of all key personnel to be assigned to the management and recruitment services for this contract by your firm, include both contract managers and all recruiters assigned to this contract. This information must include the name and resume for each of the representative(s) for these services.
- B. Provide an organization chart that lists all staff to be assigned to provide the required services.

### TAB 2. QUALIFICATIONS OF FIRM

- A. Provide a brief historical summary of the firm.
- B. Provide a minimum of three (3) references within the last ten (10) years for clients exceeding 1,000 employees for which the Proposer has performed similar work. References shall include the contact name, address, telephone number, email address, date of the contract, term of the relationship and current status.
- C. Provide documentation in the form of an occupational license, business license, tax receipt or other government certification evidencing the number of years in business. Proposers shall have operated under the same business name for a minimum of three (3) years.
- D. For each position described in Attachment C, Position Descriptions, provide the number of placements the firm has made within the last 10 years in a tabular table format.
- E. Confirm the ability of the firm to provide personnel in the required time.
- F. Detail the Firm's internal consultant training program for professional

### TAB 3. TECHNICAL APPROACH

- A. Provide a brief description of the Proposer's approach to provide the services required as specified in the Scope of Services herein.
  - 1. Detail the process for recruiting for staff augmentation as described in the scope of services. Address the firm's ability to recruit civil engineering, planning, vertical construction management and real estate

- acquisition staff qualified to fill the positions described in Attachment C, Position Descriptions.
2. Detail the Firm's staff reassignment process.
  3. Provide a copy of the Firm's hiring & personnel policies.

- B. Confirm the Proposer's agreement to meet the minimum requirements of this Request for Proposals.

TAB 4. FEE SCHEDULE

Each proposer shall complete and submit the Fee Schedule included herein. **The hourly fees shall include ALL costs associated with performance of the contract including travel and out-of-pocket expenses.**

TAB 5. ORANGE COUNTY COMPLIANCE DOCUMENTATION

- A. **Proposal Cover Page** shall be completed and submitted with your proposal.
- B. **Current W9** shall be completed and submitted with your proposal.
- C. **Acknowledged Addenda(s) OR Acknowledgement of Addenda Form** shall be completed and submitted with your proposal.
- D. **Authorized Signatories/Negotiators Form** shall be completed and submitted with your proposal.
- E. **Drug-Free Workplace Form** shall be completed and submitted with your proposal.
- F. **Conflict/Non-Conflict of Interest Form** shall be completed and submitted with your proposal.
- G. **E-Verification Certification** shall be completed and submitted with your proposal.
- H. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder, proposer or responder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners. This form shall be completed and submitted with your proposal. The Proposer shall not be awarded a contract unless this form has been completed and submitted.
- I. **Orange County Specific Project Expenditure Report** -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in Section 2-351, Orange County Code. This form shall be completed and submitted with any bid, proposal or other response to an Orange County solicitation. The Proposer shall not be awarded a contract unless this form has been completed and submitted.
- J. **Agent Authorization Form** (if Applicable) shall be completed and Section 3, Proposal Submission Requirements and Documentation | Page 3



submitted with your proposal OR marked “Not Applicable.”

- K. **Leased Employee Affidavit** (if Applicable) shall be completed and submitted with your proposal OR marked “Not Applicable.”
- L. **Information for determining Joint Venture Eligibility** (if Applicable) shall be completed and submitted with your proposal OR marked “Not Applicable.”

TAB 6.      LOCATION FORM

The Location Form determining proximity to the project site shall be completed and submitted with your proposal in order to receive credit.

TAB 7.      BUSINESS DEVELOPMENT DOCUMENTATION

- A. **Equal Opportunity Workforce Schedule** shall be completed and submitted with your proposal in order to receive credit.
- B. **Schedule of Subcontracting M/WBE Participation Form** shall be completed and submitted with your proposal in order to receive credit.
- C. **Schedule of Subcontracting SDV Participation Form** shall be completed and submitted with your proposal in order to receive credit.
- D. **Dislocated Worker Proposed Hiring Information** shall be completed and submitted with your proposal in order to receive credit.
- E. **Letter of Intent (Verification of M/WBE Utilization)** shall be completed and submitted with your proposal in order to receive credit.
- F. **Letter of Intent (Verification of Service Disabled Veteran Utilization)** shall be completed and submitted with your proposal in order to receive credit.

**MINORITY/WOMEN OWNED BUSINESS ENTERPRISE:**

- A. Proposers must address how they intend to comply with the Orange County M/WBE Ordinance, No. 94-02 and amended by Ordinance No. 2009-21. The goal of certified minority/women business enterprise is 24% of the contract value for this project. The Ordinance also addresses minority/women group employment levels setting goals to encourage each Proposer to maintain 18% minority and 6% women employee workforce levels in specific categories.
- B. M/WBE firms must be Orange County certified at time of submittal of the Proposal and must be certified in the area(s) for which they will be used. If a firm claims to be certified, but is not listed on the County’s website, ocfl.net, the Proposer should obtain a copy of their Orange County certificate and/or contact the Business Development Division at 407-836-Section 3, Proposal Submission Requirements and Documentation | Page 4

7317 for verification of certification. Only firms having established offices in the Orlando MSA (Orange, Lake, Seminole and Osceola Counties) are eligible for Orange County certification.

- C. Effective August 1, 2003, the County has implemented a graduation program whereby M/WBE firms designated as graduates can participate in the M/WBE program only on specified projects. A prime Contractor may only use a graduate M/WBE to satisfy M/WBE participation in the following:
- For Professional Services in which estimated the overall contractual fees to be awarded to the prime in excess of \$500,000.
  - Vertical construction projects in which the total prime contractor's estimate in excess of \$10,000,000.
  - Horizontal construction projects in which the total prime contractor's estimate in excess of \$7,000,000.
  - Other construction projects in which the total estimate is in excess \$7,000,000.

**It is the proposing firm's responsibility to ensure that graduate M/WBE's are not listed in proposals to meet M/WBE participation requirements on projects in which they are not eligible to participate.**

- D. Proposers must submit signed Letter of Intent with their Proposal for all current Orange County certified M/WBE subcontractors identified on the **Schedule of Subcontracting - M/WBE Participation Form**. These Letters of Intent must indicate the scope of work to be performed by every M/WBE plus the percentage of the overall contract value for all years of the contract to be contracted to the listed subcontractor.
- E. The awarded prime Consultant's responsibilities and requirements are listed below and shall be included in the sub-agreement:
1. Whereas the prime contractor is being paid in accordance with the Local Government Prompt Payment Act, contractor shall incorporate a 72-hour prompt payment assurance provision and payment schedule in all sub-contracts between the prime and sub-contractors.  
  
**Note:** The County reserves the right to verify that all sub-consultants are being paid within 72 hours of the County's remittance to the prime contractor.
  2. File copies of all executed subconsultant agreement/contracts between the prime and all M/WBE subconsultants on the project to Orange County Business Development Division one-time for the duration of the contract.
  3. The awarded prime Consultant shall furnish written documentation

evidencing actual dollars paid to each subcontractor utilized by the prime Consultant on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual participation achieved by the prime Consultant prior to the issuance of final payment.

4. The sub-consultant agreement shall include: (a) the percentage of the overall contract value to be sub-contracted; and (b) the dollar amount based on the percentage of the contract value to be sub-contracted (if available at time of sub-consultant agreement).
5. The prime Consultant shall submit an updated quarterly MWBE utilization report and the Equal Opportunity Workforce Schedule and M/WBE payment verification forms for all professional service contracts. It is the responsibility of the Prime Consultant to submit the payment verification forms with the referenced reports. The required reports are to be submitted to the Business Development Division no later than the fifth day after end of reporting period. Payment applications, task authorizations and contract renewals may be delayed if these reports are not submitted every quarter in a timely manner until completion of the project indicating final report. Failure of the M/WBE to comply with the submittal of the payment verification forms of the Prime Consultant could negatively affect their re-certification.
6. All sub-consultant agreements shall include the following statement: “It is the M/WBE’s responsibility to submit the required quarterly M/WBE utilization reports to the prime and final M/WBE Payment Verification Form to the Business Development Division denoting the percentage of the overall contract fees” .  
  
The M/WBE’s failure to submit the required documents could negatively impact their M/WBE recertification.
7. Notwithstanding any termination provisions in this Subcontract Agreement, the Prime Consultant shall not terminate this Subconsultant Agreement without prior written authorization of the Orange County Business Development Division Manager, nor shall the Prime Consultant amend this Subconsultant Agreement, or reduce the Scope of Work or monetary value awarded under this Subconsultant Agreement, without prior written authorization of the Orange County Business Development Manager.
8. Upon execution of any renewal or extension to this contract, the Prime Consultant shall execute renewals with all approved specified sub-consultants for the full duration of the contract. All sub-consultant agreements shall be contingent upon the term (whether terminated, renewed, or extended) of the Prime’s contract with the County.

9. The prime Consultant shall expeditiously advise all M/WBE's and the Business Development Division of all change orders, contract modifications, additions and deletions to any and all contracts issued to the M/WBE firm on their team.
10. The County may at its discretion require copies of sub-contracts/Purchase Orders for non-M/WBE's listed on the Schedule of Sub-contracting- M/WBE Participation form and/or utilized on the project however if this option is not exercised the awarded proposer shall provide a list of all non-M/WBE sub-consultants certifying that a prompt payment clause has been included in that contract or Purchase Order.

**Execution of the contract between Orange County and the Proposer shall be contingent upon the filing of executed contracts between the Proposer and the M/WBE subs listed on the Schedule of Subcontracting - M/WBE Participation Form with the Business Development Division.**

Proposers are expressly prohibited from substituting subcontractors projected to perform five percent (5%) or more of the overall work as stated in the written Proposal. Such substitution, for any reason, after opening of the Proposal, and prior to award by the County, shall result in disqualification of the Proposal from further consideration for award, except in extraordinary circumstances. Examples of such circumstances are the subcontractors' firm going out of business; death of the owner of the firm; or the inability of the sub-Contractor to perform the work specified. Should such an occurrence arise, it must be substantiated, and the substitution approved, by the County prior to contract execution.

Requests for substitution of subcontractors who are cumulatively scheduled to perform less than five percent (5%) of the over-all scope of services may be considered only prior to final scoring of Proposals by the Procurement Committee. Such requests for substitution must be in writing accompanied by a written withdrawal from the originally listed subcontractor. Failure to comply with these requirements shall result in disqualification of the Proposal from further consideration for award. The Procurement Committee shall be the sole determinant regarding acceptance/rejection of requested substitutions.

The proposer understands that this RFP does not constitute an agreement or contract with the Proposers.

Any Proposers who submits a Proposal to the County with any information that is determined by the County, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect may be disqualified from consideration.

#### BONUS POINTS FOR HIRING OF DISLOCATED WORKERS

Proposers may be awarded a maximum of five (5) bonus points for a commitment to hire dislocated workers residing in Orange County, Florida as full-time

employees **for the duration of the contract**. One point will be awarded for each new full-time hire up to and including a maximum of five (5) points.

To be eligible for bonus points, Proposers must complete Form WR – Section I (attached) listing the number of dislocated workers to be hired full-time and submit with the Proposal. Bonus points shall only be awarded once for any one individual hired. Individuals hired may be employed in any position within the firm but must be hired on a full-time basis.

Within five (5) days after the contract award, the Proposer shall contact the Business Development Division Liaison at (407) 836-7317 to assist with meeting this requirement.

**The failure of the CONSULTANT to comply with these hiring commitments after contract award shall be grounds for termination of the contract for default.**

During performance of the contract, the Consultant will take appropriate steps to ensure that individuals hired under this program are retained. However, if it becomes necessary to replace an employee, the Consultant shall contact the Business Development Division (BDD) Liaison. At its discretion, the County may periodically request submission of certified payrolls to confirm the employment status of program participants.

#### BONUS POINTS FOR UTILIZING REGISTERED SERVICE-DISABLED VETERAN FIRMS

Additional point consideration will be available for proposers who utilize registered Service-Disabled Veteran (SDV) business enterprises and will receive the following point allocation:

- A. Registered SDV business enterprise proposers competing as a prime contractor shall receive five (5) points;
- B. Registered SDV proposers with registered SDV business enterprise sub-Contractors on their team shall receive two points for each sub-Contractor up to a maximum of ten (10) points;
- C. Proposers with registered SDV business enterprise sub-Contractors on their team shall receive two points for each registered SDV sub-Contractor up to a maximum of ten (10) points.
- D. All SDV firms must be Orange County registered at the time of submittal of the proposal and must be registered in the area(s) for which they will be used.
- E. If a firm claims to be registered, but is not listed on the County's website, [ocfl.net](http://ocfl.net), the Proposer should obtain a copy of their Orange County registration and/or contact the Business Development Division at 407-836-7317 for verification of registration. Only firms having established offices in the Orlando MSA (Orange, Lake, Seminole and Osceola counties) are eligible for Orange County registration.

F. Proposers shall submit signed Letters of Intent with their proposal. Proposers for all current Orange County registered subcontractors identified on the **Schedule of Subcontracting – SDV Participation Form**. These letters of Intent must indicate the scope of work to be performed by every registered SDV plus the percentage of the contract value to be contracted to the listed subcontractor.

G. The Consultant's responsibilities and requirements are itemized below:

1. Whereas the prime contractor is being paid in accordance with the Local Government Prompt Payment Act, contractor shall incorporate a 72-hour prompt payment assurance provision and payment schedule in all contracts between the prime and sub-Contractors.

**Note:** The County reserves the right to verify that all sub-contractors are being paid within 72 hours of the County's remittance to the prime contractor.

2. File copies of all executed subcontractor agreement/contracts between the prime and all SDV subconsultants on the project to Orange County Business Development Division.
3. The Consultant shall furnish written documentation evidencing actual dollars paid to each subcontractor utilized by the prime Consultant on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual participation achieved by the prime Consultant prior to the issuance of final payment.
4. The sub-consultant agreement shall include: (a) the percentage of the overall contract value to be sub-contracted; and (b) the dollar amount based on the percentage of the contract value to be sub-contracted (if available at time of sub-consultant agreement).
5. The Consultant shall submit an updated quarterly SDV utilization report and the Equal Opportunity Workforce Schedule report for all professional service contracts. The required reports are to be submitted to the Business Development Division no later than the fifth day after end of reporting period.
6. The Consultant shall not substitute, replace or terminate any SDV firm without prior written authorization of the Business Development Division, nor shall the Consultant reduce the scope of work or monetary value of a subconsultant without written authorization of the Business Development Division.
7. Upon execution of any renewal or extension to this contract, the Prime Consultant shall execute renewals with all approved specified

sub-consultants for the full duration of the contract. All sub-consultant agreements shall be contingent upon the term (whether terminated, renewed, or extended) of the Prime Consultant's contract with the County.

8. The Consultant shall expeditiously advise all SDV's and the Business Development Division of all change orders, contract modifications, additions and deletions to any and all contracts issued to the SDV firm(s) on their team.

**Execution of the contract between Orange County and the Proposer shall be contingent upon the filing of executed contracts between the Proposer and the SDV subs listed on the Schedule of Subcontracting - SDV Participation Form with the Business Development Division.**

Proposers are expressly prohibited from substituting subcontractors projected to perform five percent (5%) or more of the overall work as stated in the written Proposal. Such substitution, for any reason, after opening of the Proposal, and prior to award by the County, shall result in disqualification of the Proposal from further consideration for award, except in extraordinary circumstances. Examples of such circumstances are the subcontractors' firm going out of business; death of the owner of the firm; or the inability of the sub-Contractor to perform the work specified. Should such an occurrence arise, it must be substantiated, and the substitution approved, by the County prior to contract execution.

Requests for substitution of subcontractors who are cumulatively scheduled to perform less than five percent (5%) of the over-all scope of services may be considered only prior to final scoring of Proposals by the Procurement Committee. Such requests for substitution must be in writing accompanied by a written withdrawal from the originally listed subcontractor. Failure to comply with these requirements shall result in disqualification of the Proposal from further consideration for award. The Procurement Committee shall be the sole determinant regarding acceptance/rejection of requested substitutions.

The proposer understands that this RFP does not constitute an agreement or contract with the Proposers.

Any Proposers who submits a Proposal to the County with any information that is determined by the County, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect may be disqualified from consideration.

When considering two (2) or more proposals, or replies for the procurement of goods or services, where at least one is from a registered SDV business enterprise but which are otherwise equal with respect to all relevant considerations, including price, quality, and service, the Procurement Division Manager shall award such procurement or contract to the registered SDV business enterprise.

If a registered SDV, entitled to the vendor preference and one (1) or more other M/WBE businesses also entitled to this preference, or another vendor preference provided by the Orange County Code, submits bids, proposals, or replies for the procurement of goods or services which are otherwise equal with respect to all

relevant considerations, including price, quality and service, then the Procurement Division Manager will award the procurement or contract to the business having the smallest net worth.

**The Proposer shall contact the Business Development Division Liaison, at 407-836-8363 for any questions and/or concerns as it relates to Registered Service-Disabled Veterans.**



**SECTION 4**  
**SELECTION CRITERIA**

## SELECTION CRITERIA

<u>CRITERIA</u>	<u>WEIGHT</u>
Qualifications of Staff	20
Qualifications of Firm	20
Technical Approach	10
M/WBE Utilization	10
Location	10
<u>Fee Proposal</u>	<u>30</u>
<b>TOTAL</b>	<b>100</b>
Dislocated Worker Hires	5 Bonus Points
Registered SDV SubContractor Hires	10 Bonus Points
Registered SDV Prime proposers	5 Bonus Points

**SECTION 5  
ATTACHMENTS**

**ATTACHMENT B  
RFP#Y23-132 FEE SCHEDULE FORM**

The Contractor shall provide all labor, equipment, manpower and other resources necessary to provide the goods or services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Fee Schedule Form.

**Instruction to Proposers:** Multiply the average hourly rate by the figure in the Estimated Hours column to arrive at a line item total for each position description. The scope variant for the average hourly rate shall be 20%; the Consultant may propose candidates at pricing points no more than 20% higher than the average hourly rate for expert candidates. The Consultant shall not be required to provide pricing lower than 20% of the average hourly rate for entry-level candidates.

The Contractor’s rates shall be inclusive of the travel estimates for each position (See Attachment “B” for estimated travel in miles per position). Mileage shall be logged and may only be reimbursed when the logged mileage exceeds the travel estimate for the position. **Mileage shall be reimbursed at \$0.625 per mile** for travel exceeding the travel estimate for the position.

**LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

	<u>Description</u>	<u>Average Hourly Rate</u>	<u>Est. Hours</u>	<u>Total Estimated Cost</u>
1	Professional Engineer (Licensed)	\$	20,800	\$
2	Engineer	\$	10,400	\$
3	Project Coordinator	\$	10,400	\$
TOTAL ESTIMATED COST (LINE ITEMS 1, 2 & 3)				

**LOT B. TRAFFIC CONTROL ENGINEERING**

	<u>Description</u>	<u>Average Hourly Rate</u>	<u>Est. Hours</u>	<u>Total Estimated Cost</u>
1	Professional Engineer (Licensed)	\$	10,400	\$
TOTAL ESTIMATED COST				

Company Name: \_\_\_\_\_

**LOT C. ROADWAY CONSTRUCTION INSPECTION**

	<b><u>Description</u></b>	<b><u>Average Hourly Rate</u></b>	<b><u>Est. Hours</u></b>	<b><u>Total Estimated Cost</u></b>
1	Inspector	\$	10,400	\$
2	Professional Engineer (Licensed)	\$	8,320	\$
TOTAL ESTIMATED COST (LINE ITEMS 1 &2)				

**LOT D. TRANSPORTATION PLANNING**

	<b><u>Description</u></b>	<b><u>Average Hourly Rate</u></b>	<b><u>Est. Hours</u></b>	<b><u>Total Estimated Cost</u></b>
1	Planner	\$	20,800	\$
TOTAL ESTIMATED COST				

**LOT E. REAL ESTATE MANAGEMENT**

	<b><u>Description</u></b>	<b><u>Average Hourly Rate</u></b>	<b><u>Est. Hours</u></b>	<b><u>Total Estimated Cost</u></b>
1	Title Examiner	\$	20,800	\$
2	Acquisition Agent	\$	20,800	\$
3	Review Appraiser	\$	20,800	\$
TOTAL ESTIMATED COST (LINE ITEMS 1, 2 & 3)				

Company Name: \_\_\_\_\_

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Professional Engineer (Licensed)**

#### **LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

##### **Qualifications**

Bachelor's degree in Civil Engineering.

Registered in Florida as a Professional Engineer with four (4) years of progressively responsible civil engineering and roadway design experience.

##### **Position Summary**

Performs project management and professional engineering work. Provides supervision over one or more major engineering activities. Work is performed with considerable independence under the general supervision of the designated supervisor.

##### **Duties/ Responsibilities**

Contract administration for Capital Improvement Projects for major highway improvement projects, bridges, paving, sidewalks, etc., to include preparation of scope of work, consultant selection, contract negotiations, engineering design and construction plan review, preparation of cost estimates, public involvement and preparation of bid documents.

Coordinate right-of-way acquisition for roadway and other projects; provide right-of-way engineering support throughout roadway planning, roadway design, land acquisition and eminent domain process. Administer cost-to-cure engineering contracts to support appraisal function. Assist in developing costs estimates for right-of-way acquisitions.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 40 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Engineer**

#### **LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

##### **Qualifications**

Bachelor's degree in Civil Engineering.

One (1) years of civil engineering and roadway design experience.

##### **Position Summary**

Performs project management and professional engineering work. Work is performed with considerable independence under the general supervision of the designated supervisor.

##### **Duties/ Responsibilities**

Assists with contract administration for Capital Improvement Projects for major highway improvement projects, bridges, paving, sidewalks, etc., to include preparation of scope of work, consultant selection, contract negotiations, engineering design and construction plan review, preparation of cost estimates, public involvement and preparation of bid documents.

Assists with coordination of right-of-way acquisition for roadway and other projects; provide right-of-way engineering support throughout roadway planning, roadway design, land acquisition and eminent domain process. Administer cost-to-cure engineering contracts to support appraisal function. Assist in developing costs estimates for right-of-way acquisitions.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 40 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Project Coordinator**

#### **LOT A. ROADWAY DESIGN AND RIGHT-OF-WAY ACQUISITION ENGINEERING**

#### **Qualifications**

Graduation from high school and three (3) years of experience in reviewing construction plans, right-of-way maps and legal descriptions and sketches of descriptions; computerized drafting and preparation of legal descriptions and sketches and document management; or an equivalent combination of education, training and experience.

#### **Position Summary**

Provides administrative and technical support to the Division during roadway design and the right-of-way acquisition process. Responsible for timely flow of accurate, current and critical information. Work is performed with some independence under limited supervision of the assigned supervisor.

#### **Duties/ Responsibilities**

Reviews construction plans, right-of-way maps, and legal & sketches for consistency and accuracy.

Provides research and support to engineering staff during design and right-of-way processes. Prepares construction plans and right-of-way maps for court exhibits.

Monitors, tracks and facilitates design and right-of-way acquisitions throughout the process.

Creates and maintains project files and documents in a consistently current, accurate and accessible state.

Responds to requests for production and public records requests from county attorney, property owner's attorneys and public.

Any other duties as assigned.



## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Professional Engineer (Licensed)**

#### **LOT B. TRAFFIC CONTROL ENGINEERING**

##### **Qualifications**

Bachelor's degree in Civil Engineering.

Registered in Florida as a Professional Engineer with four (4) years of civil engineering and roadway experience in traffic control and work zone safety.

##### **Representative Duties /Assignments**

Reviews and approves traffic control plans for construction projects scheduled to occur in the right-of- way to ensure safety of motorist and pedestrians.

Conducts field inspections of road and utility construction projects and ensures compliance with approved Maintenance of Traffic plan;

Reviews railroad safety crossing reports and participate in onsite inspections with CSX Florida Central Railroad And FDOT.

Performs related duties as assigned.

##### **Preferences**

Knowledge of the County road system.

Ability to interpret and analyze construction plans and specifications and make recommendations relative to traffic control.

Working knowledge of traffic control standards as set forth in the Manual on Uniform Traffic Control Devices.

Ability to perform field investigations under adverse conditions such as construction sites and/or during inclement weather.

Knowledge of Florida Statute Statues and FDOT regulations, codes, specifications, do's and don'ts, associated with work assigned

Must be FDOT certified in work zone safety and Management of Traffic Safety Level I and II

International Municipal Signal Association (IMSA) Signs and Markings/Signal Certification Must be

knowledgeable in FDOT Design Standard Index from the current 600 series.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 100 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Inspector**

#### **LOT C. ROADWAY CONSTRUCTION INSPECTION**

#### **General Functions**

This is advanced technical work with emphasis on field supervision and inspection.

#### **Representative Duties /Assignments**

Supervises inspection of projects assigned. Based on the area of assignment, may be responsible for projects in the Public Works Division or sewer, water and solid waste projects in the Utilities Division.

Responsible for the supervision of Engineering Inspector I and IIs for detailed inspection for compliance with specification, drawing and terms of contract for work performed by private contractors. May make field changes that do not alter the scope and cost of construction. May schedule and observe contractor's materials, structure and process tests and evaluations. Required to maintain records and prepare reports.

Work is performed with considerable independence under the general supervision of the assigned supervisor.

#### **Minimum Qualifications**

Graduation from high school or equivalent and six years of appropriate engineering experience based on area of assignment; or an equivalent combination of education, training and experience.

Must possess and maintain a valid Driver' License and obtain a Florida Driver's License by date of hire.

Depending on area of assignment, must have satisfactorily completed the Contractor's Underground Utility Examination for inspectors or must complete within six months of entry into the position.

Must have the ability to communicate with the general public while discussing, explaining and interpreting standards and codes.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 100 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Professional Engineer (Licensed)**

#### **LOT C. ROADWAY CONSTRUCTION INSPECTION**

#### **Qualifications**

Bachelor's degree in Civil Engineering.

Registered in Florida as a Professional Engineer with four (4) years of progressively responsible civil engineering and roadway design experience.

#### **Position Summary**

Performs project management and professional engineering work. Provides supervision over one or more major engineering activities. Work is performed with considerable independence under the general supervision of the designated supervisor.

#### **Duties/ Responsibilities**

Contract administration for Capital Improvement Projects for major highway improvement projects, bridges, paving, sidewalks, etc., to include preparation of scope of work, consultant selection, contract negotiations, engineering design and construction plan review, preparation of cost estimates, public involvement and preparation of bid documents.

Coordinate right-of-way acquisition for roadway and other projects; provide right-of-way engineering support throughout roadway planning, roadway design, land acquisition and eminent domain process. Administer cost-to-cure engineering contracts to support appraisal function. Assist in developing costs estimates for right-of-way acquisitions.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 40 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Planner**

#### **LOT D. TRANSPORTATION PLANNING**

#### **General Functions**

This is a responsible supervisory or highly specialized professional planning position directing major work elements and assisting the Section Chief in administering the work program of a section of the Orange County Planning Division.

Tasks assigned to this position require exercising independent, professional judgment based upon prior experience and using the best available data for determining appropriate strategies in the development and presentation of data, reports and recommendations.

This position coordinates the accomplishment of specialized planning and performs on-going planning responsibilities with limited supervision.

#### **Representative Duties /Assignments**

- Plans, coordinates and directs the work of other professional planners, technical and support staff assigned to carry out major work elements within a section of the Division.
- Assists the Chief Planner in directing the section work program tasks including the gathering and preparation of reports, general meeting preparation and necessary public contact.
- Implements procedures and techniques for gathering necessary planning data to support the Section's work program.
- Prepares special planning studies, ordinance revisions, and carries out special projects as needed.
- Attends and conducts meetings with various professional and community groups.
- Leads cross-sectional work teams and supervises technical and support personnel.
- Performs project management responsibilities independently.
- Ensures contract compliance and coordinates work of outside consultants.
- Prepares scopes of work for outside consultants.
- Performs related duties as required.

#### **Minimum Qualifications**

Master's Degree in Urban Planning or closely related field of study and four (4) years of progressively responsible experience in urban planning; or, a Bachelor's Degree in Urban Planning or a closely related field of study and six (6) years of progressively responsible experience in urban planning; or an equivalent combination of education and experience.

#### **Preferences**

American Institute of Certified Planners (AICP) certification or other professional certification or training indicating ongoing professional development activities in the area of urban planning is desired. Knowledge of Geographic Information Systems principles and applications is desired.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 40 MILES PER WEEK TO INCLUDE OFF-ROAD TRAVEL. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Title Examiner**

#### **LOT E. REAL ESTATE MANAGEMENT**

##### **General Functions**

Performs complex technical work in the preparation, review and examination of title searches, legal documents, descriptions and condemnation suits used in the acquisition of all County properties. (Title searches are from Earliest Public Records to Current Date.)

An incumbent in this position routinely exercises independent judgment in all aspects of the position, including but not limited to approval of title searches, attorney title opinions, commitments, acquisition packages and condemnation suits used in the acquisition of all County properties and ensures all County and legal requirements are met.

##### **Representative Duties /Assignments**

- Performs title searches, updates, and examinations; researches Florida Statutes and Fund Title Notes, determines information necessary to clear title and provides explanation of title information to surveyors, acquisition agents, property owners, attorneys, and County management.
- Reviews legal descriptions, sketches, surveys, right-of way maps, and construction plans, and prepares and reviews instruments of conveyance and related documents for proper form, accuracy, appropriateness, and completeness.
- Uses advanced technical and analytical skills to retrieve information to locate owners of property who are not of record or who do not know that they may have any interest in property cited for acquisition.
- Contacts property owners and others having an interest in parcels to be condemned to verify information for service of process and suit filing.
- Prepares resolution and condemnation suit packages for filing by the County Attorney.
- Participates in pre-order of taking meetings and testifies in court hearings as to title matters when necessary.
- Tracks all assigned projects through the Real Estate Management Division's computer program tracking system.
- Reviews items submitted for real property and leasehold acquisitions for completeness and accuracy and processes them for approval as BCC agenda items or under Ordinance #92-29.
- Coordinate closings with title companies and/or attorneys involving the issuance of title insurance for road projects and all major site purchases for various County divisions.
- Performs other related duties as required.

##### **Minimum Qualifications**

Bachelor's degree from an accredited institution in Real Estate, Business or Public Administration or a closely related field and five years of professional experience in title research and examination of real estate for eminent domain acquisitions; or an equivalent combination of relevant education, training and experience. Ability to read construction plans, plot and evaluate the accuracy of legal descriptions.

##### **Preferences**

Ability to research and retrieve information from multiple sources, such as from: Public Records, Fund Title Notes, Property Appraiser, Tax Collector, Clerk of the Court, Vital Statistics, Court files, Orange County Law Library, Federal Bankruptcy Laws, Florida Statutes, Rule of Civil Procedure, Florida Real Property Law, Probate Law, Title Law and Florida Constitutional Law. Experience in preparation and review of legal documents for eminent domain condemnation actions. Experience with word processing and spreadsheet computer applications. Completion of advanced course work in real property, specifically Real Property Law I/II and courses provided by the International Right of Way Association (IRWA) or similar organization.

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Acquisition Agent**

#### **LOT E. REAL ESTATE MANAGEMENT**

### **General Functions**

Represents Orange County and is responsible for the overall negotiation and acquisition of real property and the related interests in land. These interests are acquired by purchase, donation, condemnation or lease.

Work is performed with limited supervision and is reviewed for compliance with project requirements, Real Estate Management Division objectives, guidelines and policies for achievement of desired results, County Policy, and State Statutes.

### **Representative Duties /Assignments**

- Negotiates real estate transactions which can have an economic, social or political impact upon the community and/or environment.
- Resolves problems in acquiring property interests by using sound judgment, knowledge of real estate practice, acquisition procedures, local, state and federal codes; eminent domain laws.
- Performs skillful, fair, courteous and effective negotiations. Overcomes adverse opinion and widespread objections to accomplish successful negotiations.
- Secures documents necessary to provide clear title and conducts investigative discussions with purported owners or representatives.
- Negotiates numerous parcels on multiple projects. Interprets, contracts, leases, construction plans, right of way maps, architectural and engineering drawings, appraisal reports, and title searches.
- Justifies settlements through written reports and oral presentations to management and user divisions.
- Maintains and monitors project files, information, project reports, contact records, instruments and contract provisions.
- Tracks all assigned projects through the Real Estate Management Division's computer program tracking system.

### **Minimum Qualifications**

Bachelor's degree in Real Estate, Business or Public Administration or a closely related field and three years of, right-of-way acquisition, real estate negotiation experience; or an equivalent combination of relevant education, training and experience. Must possess a valid Driver's License and ability to obtain a Florida Driver's License within six months of hire. Must possess ability to obtain a notary license within six months of hire. Must possess strong and effective oral and written communications skills.

### **Preferences**

Experience in the negotiation and acquisition of real estate under threat of eminent domain. Experience with word processing, spreadsheet and windows applications.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 150 MILES PER WEEK. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

## Y23-132 ATTACHMENT C – POSITION DESCRIPTIONS

### **Review Appraiser**

#### **LOT E. REAL ESTATE MANAGEMENT**

##### **General Functions**

Performs advanced, complex technical work in the preparation, review and examination of appraisals to determine the fair market value of real estate and other related interests for eminent domain proceedings, impact fee credits and a variety of site acquisitions, etc., for Orange County and exchanges or sales of surplus real property.

Work is performed independently with general supervision and is reviewed for compliance with Real Estate Management Division objectives and policies for achievement of desired results.

##### **Representative Duties /Assignments**

- Performs appraisals for real estate acquisition or disposition by the County.
- Inspects and appraises commercial, residential and vacant land, real and appurtenant personal property.
- Reviews appraisals submitted to the County for real estate acquisition, insurance and/or property accounting purposes.
- Evaluates appraisal firms' performance, addresses corrections, and approves payment.
- Estimates total right-of-way cost of projects for budgeting that include the estimated value of the property to be acquired, appraisal fees, attorney's fees and other consulting fees and legal costs.
- Assists Acquisition Agents, County Attorney's Office and County Departments with appraisal needs.
- Tracks all assigned projects through the Real Estate Management Division's computer program tracking system.

##### **Minimum Qualifications**

Bachelor's degree in Real Estate, Business, Finance or Public Administration or a closely related field and five years of experience as an appraiser; and Florida State Certified General Real Estate Appraiser license.

##### **Preferences**

Experience in appraisal and review for eminent domain. Experience with appraisal services contracting, expert testimony.

**CANDIDATES SELECTED FOR THIS POSITION MAY BE REQUIRED TO TRAVEL UP TO 150 MILES PER WEEK. CANDIDATES SHALL SUPPLY THEIR OWN TRANSPORTATION.**

---

**PROPOSAL COVER PAGE**

Company Name: \_\_\_\_\_

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN  
NUMBER. **CURRENT W9 MUST BE SUBMITTED WITH PROPOSAL.**

TIN#: \_\_\_\_\_ D-U-N-S® # \_\_\_\_\_

---

(Street No. or P.O. Box Number)      (Street Name)      (City)

---

(County)      (State)      (Zip Code)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

EMERGENCY CONTACT

Emergency Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Residence Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_



**ACKNOWLEDGEMENT OF ADDENDA**

The Proposer shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the proposal. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your proposal. Material impacts include but are not limited to changes to specifications, scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

**AUTHORIZED SIGNATORIES/NEGOTIATORS**

The Proposer represents that the following **principals** are authorized to sign proposals, negotiate and/or sign contracts and related documents to which the proposer will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name Title Telephone Number/Email

\_\_\_\_\_

\_\_\_\_\_

(Signature) (Date)

(Title)

(Name of Business)

The Proposer shall complete and submit the following information with the proposal:

**Type of Organization**

\_\_\_\_ Sole Proprietorship      \_\_\_\_ Partnership      \_\_\_\_ Non-Profit  
\_\_\_\_ Joint Venture\*      \_\_\_\_ Corporation

(a)  
(b) **State of Incorporation:** \_\_\_\_\_

Principal Place of Business (Florida Statute Chapter 607): \_\_\_\_\_  
City/County/State

**THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE PROPOSER’S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.**

Federal I.D. number is: \_\_\_\_\_

\* *Joint venture firms must complete and submit with their Proposal Response the form titled “Information for Determining Joint Venture Eligibility”, and a copy of the formal written and executed Joint Venture agreement between all joint venture parties. This joint venture agreement must be executed and indicate the parties’ respective roles, responsibilities and levels of participation for the project. **If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted.** Failure to timely submit the required form along with the formal written and executed Joint Venture agreement may result in disqualification of your Proposal Response.*

## DRUG-FREE WORKPLACE FORM

The undersigned Proposer, 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, 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 Paragraph 1.
4. In the statement specified in Paragraph 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 Florida Statute 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 Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

## CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

### CHECK ONE

[ ] To the best of our knowledge, the undersigned proposer has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

[ ] The undersigned proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

## LITIGATION STATEMENT

### CHECK ONE

[ ] The undersigned proposer has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[ ] The undersigned proposer, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
TITLE

Failure to check the appropriate blocks above may result in disqualification of your bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your bid.

**E VERIFICATION CERTIFICATION**

Contract No.Y23-132

**NAME OF CONTRACTOR:** \_\_\_\_\_ (referred to herein as  
“Contractor”)

**ADDRESS OF CONTRACTOR:**

\_\_\_\_\_

\_\_\_\_\_

The undersigned does hereby certify that the above named contractor:

1. Is, or will be, registered with and using the E-Verify system prior to execution of the contract with Orange County; or
2. Is, or will be, registered with the E-Verify system prior to execution of the contract with Orange County, but does not have any employees and does not intend to hire any new employees during the period of time that the contractor will be providing services under the contract; or
3. Is, or will be, registered with the E-Verify system prior to execution of the contract with Orange County, but employs individuals who were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the contractor will be providing labor under the contract.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the contractor provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

**In accordance with Section 837.06, Florida Statutes, Contractor acknowledges that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in Section 775.082 or Section 775.083, Florida Statutes.**

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RELATIONSHIP DISCLOSURE FORM  
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY  
IS THE PRINCIPAL OR PRIMARY PROPOSER**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Proposer and shall be submitted to the Procurement Division by the Proposer.

In the event any information provided on this form should change, the Proposer must file an amended form on or before the date the item is considered by the appropriate board or body.

**Part I**

**INFORMATION ON PROPOSER:**

Legal Name of Proposer:

---

Business Address (Street/P.O. Box, City and Zip Code):

---

---

Business Phone: (     ) \_\_\_\_\_

Facsimile:           (     ) \_\_\_\_\_

**INFORMATION ON PROPOSER'S AUTHORIZED AGENT, IF APPLICABLE:  
(Agent Authorization Form also required to be attached)**

Name of Proposer's Authorized Agent:

---

Business Address (Street/P.O. Box, City and Zip Code):

---

---

Business Phone: (     ) \_\_\_\_\_

Facsimile:           (     ) \_\_\_\_\_

**Part II**

IS THE PROPOSER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ YES \_\_\_ NO

IS THE MAYOR OR ANY MEMBER OF THE BCC THE PROPOSER'S EMPLOYEE?

\_\_\_ YES \_\_\_ NO

IS THE PROPOSER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ YES \_\_\_ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

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---

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(Use additional sheets of paper if necessary)

**Part III**

**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

Printed Name and Title of Person completing this form:

\_\_\_\_\_  
STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Staff signature and date of receipt of form

\_\_\_\_\_  
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.



**FREQUENTLY ASKED QUESTIONS (FAQ)**  
**ABOUT THE**  
**RELATIONSHIP DISCLOSURE FORM**  
*Updated 6-28-11*

**WHAT IS THE RELATIONSHIP DISCLOSURE FORM?**

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

**WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?**

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

**WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?**

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the proposer, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

**WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?**

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the proposer, offeror, quoter, respondent, and, if applicable, the authorized agent of the proposer, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether

through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

*Employee* means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

*Relative* means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

#### **DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

#### **WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?**

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

#### **WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

## **WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?**

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

### **CONCLUSION:**

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

## ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

**This is the initial Form:** \_\_\_\_\_  
**This is a Subsequent Form:** \_\_\_\_\_

### **Part I**

**Please complete all of the following:**

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls):

\_\_\_\_\_

Name and Address of Principal's Authorized Agent, if applicable: \_\_\_\_\_

\_\_\_\_\_

**List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)**

1. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
2. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
3. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
4. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
5. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
6. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
7. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_
8. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No \_\_\_

**Part II**

**Expenditures:**

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- Any other contribution or expenditure made by or to a political party;
- Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, Contractors, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under \$50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditure	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
		<b>TOTAL EXPENDED THIS REPORT</b>	\$

**Part III**

**Original signature and notarization required**

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of  Principal or  Principal's Authorized Agent  
(check appropriate box)

Printed Name and Title of Person completing this form:

\_\_\_\_\_

STATE OF \_\_\_\_\_:  
COUNTY OF \_\_\_\_\_:

I certify that the foregoing instrument was acknowledged before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally  
known to me or has produced \_\_\_\_\_ as identification and did/did not  
take an oath.

Witness my hand and official seal in the county and state stated above on  
the \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Staff signature and date of receipt of form

\_\_\_\_\_  
Staff reviews as to form and does not attest to the accuracy or veracity of the information  
provided herein.

**FREQUENTLY ASKED QUESTIONS (FAQ)  
ABOUT THE  
SPECIFIC PROJECT EXPENDITURE REPORT**  
*Updated 3-1-11*

**WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?**

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

**WHO NEEDS TO FILE THE SPR?**

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

*Expenditure* means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

*Lobbying* means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

*Principal* means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

#### **DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

#### **WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

#### **WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

#### **WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?**

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal’s project or item.



**CONCLUSION:**

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

**LOCATION FORM**

Proposers shall complete and submit the information below to clearly identify the location and applicable percentage of the work to be performed at each location listed.

**PRIME CONTRACTOR**

**PERCENTAGE OF  
WORK ASSIGNED**

1.	Name: _____						_____ %
	Address: _____	City: _____	County: _____	State/Zip: _____			
2.	Name: _____						_____ %
	Address: _____	City: _____	County: _____	State/Zip: _____			
3.	Name: _____						_____ %
	Address: _____	City: _____	County: _____	State/Zip: _____			
4.	Name: _____						_____ %
	Address: _____	City: _____	County: _____	State/Zip: _____			

**SUBCONTRACTOR / SUBCONTRACTOR**

1.	Name: _____						_____ %
	Address: _____	City: _____	County: _____	State/Zip: _____			
2.	Name: _____						_____ %
	Address: _____	City: _____	County: _____	State/Zip: _____			
3.	Name: _____						_____ %
	Address: _____	City: _____	County: _____	State/Zip: _____			
4.	Name: _____						_____ %
	Address: _____	City: _____	County: _____	State/Zip: _____			

Total Percentage (**Must Equal 100%**) \_\_\_\_\_ %  
(Use additional pages if necessary)

**AGENT AUTHORIZATION FORM**

I/We, (Print Proposer name) \_\_\_\_\_, Do hereby authorize (print agent's name), \_\_\_\_\_, to act as my/our agent to execute any petitions or other documents necessary to affect the CONTRACT approval PROCESS more specifically described as follows, (RFP NUMBER AND TITLE) \_\_\_\_\_, and to appear on my/our behalf before any administrative or legislative body in the county considering this CONTRACT and to act in all respects as our agent in matters pertaining TO THIS CONTRACT.

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: \_\_\_\_\_

Workers' Compensation Carrier: \_\_\_\_\_

A.M. Best Rating of Carrier: \_\_\_\_\_

Inception Date of Leasing Arrangement: \_\_\_\_\_

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: \_\_\_\_\_

Signature of Owner/Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY

If the proposer is submitting as a joint venture, please be advised that this form **MUST** be completed and the **REQUESTED** written joint-venture agreement **MUST** be attached and submitted with this form.

**HOWEVER, IF THE PROPOSER IS NOT A JOINT VENTURE, CHECK THE FOLLOWING BLOCK: ( ) NOT APPLICABLE**

1. Name of joint venture: \_\_\_\_\_

2. Address of joint venture: \_\_\_\_\_

3. Phone number of joint venture: \_\_\_\_\_

4. Identify the firms which comprise the joint venture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Describe the role of the MWBE / Labor Surplus Area(LSA) Firm (if applicable) in the joint venture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Provide a copy of the formal written and executed Joint Venture agreement.

7. What is the claimed percentage of ownership and identify any MWBE/LSA partners (if applicable)?

\_\_\_\_\_

\_\_\_\_\_

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 2**

8. Ownership of joint venture: (This need not be filled in if described in the joint venture agreement provided by question 6.)

(a) Profit and loss sharing:

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(b) Capital contributions, including equipment:

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(c) Other applicable ownership interests:

---

9. Control of and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

(a) Financial decisions: \_\_\_\_\_

(b) Management decisions, such as:

(1) Estimating:

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(2) Marketing and sales:

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(3) Hiring and firing of management personnel:

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**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 3**

(4) Purchasing of major items or supplies:

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(c) Supervision of field operations:

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NOTE: If, after filing this form and before the completion of the joint venture's work on the subject contract, there is any significant change in the information submitted, the joint venture must inform the County in writing.

\* **Joint venture must be properly registered with the Florida Division of Corporations before the contract award and the name of the Joint Venture must be the same name used in the Bid Response.**

**AFFIDAVIT**

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the County current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture. Also, permit authorized representatives of the County to audit and examine records of the joint venture. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 4**

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

**AFFIDAVIT**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared (name) \_\_\_\_\_, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_  
Commission Expires \_\_\_\_\_

(Seal)

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_ (name), to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_  
Commission Expires \_\_\_\_\_

(Seal)



RFP Number & Title: Bidder/Proposer Name: \_\_\_\_\_

**EQUAL OPPORTUNITY WORKFORCE SCHEDULE**

**See: Sec. 17-322 (Establishment of goals; employment), Orange County Code of Ordinances**

**Directions:** Review the definition of “minority” in Sec. 17-319 (Definitions), Orange County Code of Ordinances, and record the demographics of your workforce by inserting the number of applicable employees in each box below. The County will only consider your total workforce (“TWF”) that falls within the “employee types” designated by an asterisk (\*) when evaluating this Bid/Proposal Response. For data collecting purposes, record any applicable employees located in the Orlando Metropolitan Statistical Area (“OMSA”) of Lake, Orange, Osceola, and Seminole counties. If a Joint Venture is bidding, each entity must fill out a separate schedule.

WORKFORCE		African American		Asian American		Hispanic American		Native American		Caucasian/Other		TOTAL	
		TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA
<b>Employee Types (MALE)</b>	Officials, Managers, and Supervisors*												
	Professionals*												
	Technicians*												
	Sales Workers												
	Office and Clerical												
	Craftsman (Skilled)												
	Operatives (Semi-Skilled)												
	Laborers (Unskilled)												
	Service Workers												
	Apprentice*												
	Interns/Co-Ops*												
Dislocated Workers													
<b>MALE SUBTOTAL</b>													
<b>Employee Types (FEMALE)</b>	Officials, Managers, and Supervisors*												
	Professionals*												
	Technicians*												
	Sales Workers												
	Office and Clerical												
	Craftsman (Skilled)												
	Operatives (Semi-Skilled)												
	Laborers (Unskilled)												
	Service Workers												
	Apprentice*												
	Interns/Co-Ops*												
Dislocated Workers													
<b>FEMALE SUBTOTAL</b>													
<b>TOTAL</b>													

Form Completed by (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Form Approved by (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

**SCHEDULE OF SUB-CONTRACTING - M/WBE PARTICIPATION FORM**  
**RFP Number & Title: Y23-132, CIVIL ENGINEERING, PLANNING AND REAL ESTATE ACQUISITION**  
**STAFF AUGMENTATION SERVICE TERM CONTRACT**

Proposers shall list all subcontractors to be used regardless of racial or gender grouping. Include all names, addresses, telephone numbers, type of work subcontracted and percentage of participation and M/WBE designation or majority (non-M/WBE owned company.) Designations are: MBE-BM (Black Male); M/WBE-BF (Black Female); MBE-HM (Hispanic Male); M/WBE-HF (Hispanic Female); MBE-NAM (Native American Male); M/WBE-NAF (Native American Female); MBE-AM (Asian Male); M/WBE-AF (Asian Female); and WBE-WF (White Female). Provide all information requested. Use additional sheets if necessary.

Will your firm perform all the work with your own forces? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no complete the form below)

Name of Subcontractor	Address	Type of Work to be Performed (Shall be a Certified OC M/WBE)	Percent of Contract Value to be Subcontracted	M/WBE Designation Or Majority Owner

NOTE: An authorized signature on this form constitutes a binding commitment of subcontract the percentage and type of work listed above.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE OF SUB-CONTRACTING - SDV PARTICIPATION FORM**  
**RFP Number & Title: Y23-132, CIVIL ENGINEERING, PLANNING AND REAL ESTATE**  
**ACQUISITION STAFF AUGMENTATION SERVICES TERM CONTRACT**

**Additional points** will be available for proposers who subcontract with registered SDV business enterprises. List **all** Registered Service-Disabled Veterans subcontractors to be used. Include all names, addresses, telephone numbers, type of work subcontracted and percentage of participation. Provide **all** information requested. Use additional sheets if necessary.

Name of Subcontractor	Address	Type of Work to be Performed (Shall be a Registered OC SDV)	Percent of Contract Value to be Subcontracted

NOTE: An authorized signature on this form constitutes a binding commitment of subcontract the percentage and type of work listed above.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DISLOCATED WORKER  
PROPOSED HIRING INFORMATION**

**Section I: To be Submitted with Proposal**

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Individuals to be Hired: \_\_\_\_\_

Signature of Authorized Representative of Above Firm: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Section II: For CareerSource Central Florida Use Only (To be Completed After Contract Award)**

Verification: I certify that the below individual are eligible.

Individual Complete Name:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

**CareerSource Central Florida  
390 North Orange Avenue, Suite 700  
Orlando, Florida 32805  
407-531-1222**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**LETTER OF INTENT**

**(VERIFICATION OF M/WBE UTILIZATION)**

**\*INSTRUCTIONS\*** Proposers shall place the following on their letterhead, executed by their authorized agent. Signed Letters of Intent must be submitted with the Proposal for each M/WBE Sub-Consultant(s) listed by the Proposer on the schedule of Subcontracting-MWBE participation form. If percentages or dollar values listed on this agreement differ from percentages or dollar values listed on the schedule of Subcontracting-MWBE participation form of the proposal, the values listed on this Letter of Intent will supersede for RFP scoring/evaluation.

The subcontract will reflect a 72-hour prompt payment clause.

Failure to complete and submit these forms may result in finding of the submittals non-responsive.

M/WBE Sub-Consultant
Specific Scope(s) of Work/Services
Subcontract Percentage/Amount

I, \_\_\_\_\_, (M/WBE Sub-Consultant) understand that “It is my responsibility to submit the required quarterly M/WBE utilization reports to the Prime and Final M/WBE payment verification form to Business Development Division.”

Failure to submit the required documents could negatively impact my M/WBE certification.

I understand that I shall not be allowed to substitute or change sub-Consultants without prior written approval of the Business Development Division. Such approval shall in no way relieve my obligations pursuant to Orange County's M/WBE requirements and goals contained in the Orange County Minority/Women Business Enterprise Ordinance, No. 94-02, as amended by Ordinance No. 98-25 and any subsequent amendments.

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.525(3), Florida Statutes.

\_\_\_\_\_  
Authorized Agent of Prime Consultant Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Authorized Agent of M/WBE Sub-Consultant Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
M/WBE Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Fax Number

## LETTER OF INTENT

### (VERIFICATION OF SERVICE-DISABLED VETERAN UTILIZATION)

**\*INSTRUCTIONS\*** Proposers shall place the following on their letterhead, executed by their authorized agent. Signed Letters of Intent must be submitted with the Proposal for each Service-Disabled Veteran Sub-Consultant(s) listed by the Proposer on the schedule of Subcontracting-Service-Disabled Veteran participation form. If percentages or dollar values listed on this agreement differ from percentages or dollar values listed on the schedule of Subcontracting-Service-Disabled Veteran Sub-Consultant participation form of the proposal, the values listed on this Letter of Intent will supersede for RFP scoring/evaluation.

The subcontract will reflect a 72-hour prompt payment clause.

Failure to complete and submit these forms may result in finding of the submittals non-responsive.

---

Service-Disabled Veteran Sub-Consultant

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Specific Scope(s) of Work/Services

---

Subcontract Percentage/Amount (**ONLY USED TOWARD BONUS POINTS**)

I understand that I shall not be allowed to substitute or change sub-Consultants without prior written approval of the Business Development Division. Such approval shall in no way relieve my obligations pursuant to Orange County's Service-Disabled Veteran Business requirements contained in the Orange County's Service-Disabled Veteran Business Ordinance, No. 2011-11 and any subsequent amendments.

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.525(3), Florida Statutes.

---

Authorized Agent of Prime Consultant Date

---

Printed Name & Title

---

Authorized Agent of Service-Disabled Veteran Sub-Consultant Date

---

Printed Name & Title

---

Service-Disabled Veteran Address

---

City State Zip Code

---

Phone Number Fax Number

**CONTRACT # Y23-132**

This Contract is made as of the \_\_\_\_ day of \_\_\_\_\_, 2023 by and between Orange County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY, and \_\_\_\_\_  
[ ] an individual, [ ] a partnership, [ ] a corporation authorized to do business in the State of Florida, hereinafter referred to as the CONTRACTOR, whose Federal I.D. or Social Security number is \_\_\_\_\_.

In consideration of the mutual promises contained herein, the COUNTY and the CONTRACTOR agree as follows:

**ARTICLE 1            SERVICES**

The CONTRACTOR'S responsibility under this Contract is to provide professional/consultation services in the area of CIVIL ENGINEERING, PLANNING AND REAL ESTATE ACQUISITION STAFF AUGMENTATION SERVICES, as more specifically set forth in the Scope of Services detailed herein.

The COUNTY'S representative/liaison during the performance of this Contract shall be \_\_\_\_\_, telephone no. \_\_\_\_\_.

**ARTICLE 2            SCHEDULE**

The CONTRACTOR shall commence services on \_\_\_\_\_ and complete all services by \_\_\_\_\_.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

**This contract may be renewed, for two (2) additional one (1) year periods upon mutual written agreement of the parties at the same prices, terms and conditions. Any change in price, terms or conditions shall be accomplished by written amendment to this contract.**

Any order issued during the effective date of this contract, but not completed within that period, shall be completed by the CONTRACTOR within the time specified in the order. The contract shall govern the CONTRACTOR and the COUNTY'S rights and obligations with respect to the extent as if the order were completed during the contract's performance period.

**ARTICLE 3            PAYMENTS TO CONTRACTOR (USE FOR ONE-TIME BUY)**

- A. The total amount to be paid by the COUNTY under this Contract for services, shall not exceed \_\_\_\_\_ Dollars (\$ \_\_\_\_\_). The CONTRACTOR will notify the COUNTY, in writing, when 90% of the estimated contract amount has been reached. The CONTRACTOR will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Services. Where incremental billing for partially completed items is permitted, the total incremental billings shall not exceed the percentage of estimated completion as of the billing date.
- B. Invoices received from the CONTRACTOR pursuant to this Contract will be reviewed and approved by the initiating County Department, indicating that services have been rendered in conformity with the Contract and then will be sent to the Finance Department for payment.

Invoices will be paid in accordance with the State of Florida Local Government Prompt Payment Act.

A valid invoice shall include the following:

1. Reference to the Delivery Order/ Purchase Order Number
2. Delivery Dates/ Service Dates
3. Itemization of Goods Delivered/ Services Rendered
4. Unit Prices in accordance with the Exhibit "B"

- C. Final Invoice: In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR'S final/last billing to the COUNTY. This certifies that all services have been properly performed and all charges and costs have been invoiced to Orange County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the CONTRACTOR.

#### **ARTICLE 4            PAYMENTS TO CONTRACTOR (USE FOR TERM CONTRACT)**

- A. The total amount to be paid by the COUNTY under this Contract for the base period, shall not exceed \_\_\_\_\_ Dollars (\$ \_\_\_\_\_). The CONTRACTOR will notify the COUNTY, in writing, when 90% of the estimated contract amount has been reached. The CONTRACTOR will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Services. Where incremental billing for partially completed items is permitted, the total incremental billings shall not exceed the percentage of estimated completion as of the billing date.

- B. Invoices received from the CONTRACTOR pursuant to this Contract will be reviewed and approved by the initiating County Department, indicating that services have been rendered in conformity with the Contract and then will be sent to the Finance Department for payment. Invoices will be paid in accordance with the State of Florida Local Government Prompt Payment Act.

A valid invoice shall include the following:

1. Reference to the Delivery Order/ Purchase Order Number
2. Delivery Dates/ Service Dates
3. Itemization of Goods Delivered/ Services Rendered
4. Unit Prices in accordance with the Attachment "A"

- C. Final Invoice: In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR'S final/last billing to the COUNTY. This certifies that all services have been properly performed and all charges and costs have been invoiced to Orange County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the CONTRACTOR.

#### **ARTICLE 5            REQUIREMENTS CONTRACT**

This is a Requirements Contract and the COUNTY shall order from the CONTRACTOR all of the supplies and/or services specified in the contract's price schedule that are required to be purchased by the COUNTY. If the COUNTY urgently requires delivery of goods or services before the earliest date that delivery may be required under this contract, and if the CONTRACTOR will not



accept an order providing for accelerated delivery, the COUNTY may acquire the goods or services from another source.

Except as this contract may otherwise provide, if the COUNTY'S requirements do not result in orders in the quantities described as "estimated" in the contract's price schedule, that fact shall not constitute the basis for an equitable adjustment.

## **ARTICLE 6            INSURANCE REQUIREMENTS**

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

*(Note: State licenses can be checked via [www.floir.com/companysearch/](http://www.floir.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://www.ambest.com))*

### Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

### Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.  
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.  
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$1,000,000 (one million dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Required Endorsements:

- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$500,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent
- Professional Liability- with a limit of not less than \$1,000,000 per occurrence/claim

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

**By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.**

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified

above. All specific policy endorsements shall be in the name of the Orange County, Florida.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County, Florida  
c/o Risk Management Division  
201 S. Rosalind Avenue  
Orlando, Florida 32801

#### **ARTICLE 7            INDEMNIFICATION**

To the fullest extent permitted by law, the CONTRACTOR shall defend, indemnify, and hold harmless the COUNTY, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the CONTRACTOR or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the COUNTY.

#### **ARTICLE 8            SUBCONTRACTING AND MINORITY/WOMEN EMPLOYMENT PARTICIPATION**

- A. The CONSULTANT shall be responsible for reporting Minority/Women Business Enterprise (M/WBE) sub-CONSULTANT contract dollar amount(s) for the M/WBE sub-Consultant(s) listed in this document, by submitting the appropriate documents, which shall include but not limited to fully executed sub-consultant agreements and/or purchase orders evidencing contract award of work, to the Business Development Division. Submittal of these sub-consultant agreements/purchase orders is a condition precedent to execution of the prime contract with the COUNTY. Quarterly updated M/WBE utilization reports and Equal Opportunity Workforce Schedule to be submitted every quarter during the term of the contract. Additionally, the CONSULTANT shall ensure that the M/WBE participation percentage proposed in the Consultant's Proposal submitted for this Contract is accomplished.
- B. Subsequent amendments to this contract shall be submitted with the appropriate documentation evidencing contractual change or assignment of work to the Business Development Division, with a copy to the COUNTY'S designated representative, within ten (10) days after COUNTY'S execution.

- C. The CONSULTANT shall be responsible for reporting, on the Equal Opportunity Workforce Schedule, the local minority/women employment percentage levels within the firm and the minority/women employment percentage levels that the firm anticipates utilizing to fulfill the obligations of this Contract. The report(s) shall be submitted to the Business Development Division, on a quarterly basis during the life of the Contract.
- D. The awarded prime CONSULTANT shall furnish written documentation evidencing actual dollars paid to **all sub-Consultants** utilized by the prime CONSULTANT on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the COUNTY may determine actual MWBE participation achieved by the prime CONSULTANT prior to the issuance of final payment.
- E. The awarded prime Consultant's responsibilities and requirements are listed below and shall be included in the sub-agreement:
1. Whereas the prime consultant is being paid in accordance with the Local Government Prompt Payment Act, contractor shall incorporate a 72-hour prompt payment assurance provision and payment schedule in all sub-contracts between the prime and sub-contractors.

**Note:** The County reserves the right to verify that all sub-contractors are being paid within 72 hours of the County's remittance to the prime contractor.

2. File copies of all executed subconsultant agreement/contracts between the prime and all M/WBE subcontractors on the project to Orange County Business Development Division one-time for the duration of the contract.
3. The awarded prime Consultant shall furnish written documentation evidencing actual dollars paid to each subconsultant utilized by the prime Consultant on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual participation achieved by the prime Consultant prior to the issuance of final payment.
4. The sub-consultant agreement shall include: (a) the percentage of the overall contract value to be sub-contracted; and (b) the dollar amount based on the percentage of the contract value to be sub-contracted (if available at time of sub-consultant agreement).
5. The prime Consultant shall submit an updated quarterly MWBE utilization report and the Equal Opportunity Workforce Schedule report for all professional service contracts. The required reports are to be submitted to the Business Development Division no later than the fifth day after end of reporting period.
6. All sub-contracts shall include the following statement: "It is the M/WBE responsibility to submit the required Quarterly M/WBE utilization reports to the prime and Final M/WBE payment verification form to Business Development Division denoting the percentage of the overall contract fees"

The M/WBE's failure to submit the required documents could negatively impact their M/WBE certification.

7. The awarded prime Consultant shall not substitute, replace or terminate any M/WBE firm without prior written authorization of the Business Development Division, nor shall the prime reduce the scope of work or monetary value of a subconsultant without written authorization of the Business Development Division.
  8. Upon execution of any renewal or extension to this contract, the Prime Consultant shall execute renewals with all approved specified sub-consultants for the full duration of the contract.
  9. The prime Consultant shall expeditiously advise all M/WBE's and the Business Development Division of all change orders, contract modifications, additions and deletions to any and all contracts issued to the M/WBE firm on their team.
  10. The COUNTY may at its discretion require copies of subcontracts/purchase orders for the non-M/WBE's listed on **SCHEDULE OF SUBCONTRACTING - M/WBE PARTICIPATION FORM** and or utilized on the project. However, if this option is not exercised the awarded Proposer shall provide a list of all non-M/WBE sub-Consultants certifying that a prompt payment clause has been included in that contract or purchase order.
- F. By entering into this contract, the CONSULTANT affirmatively commits to comply with the M/WBE subcontracting requirements submitted with his/her Proposal. The failure of the CONSULTANT/CONTRACTOR to comply with this commitment during the Contract's performance period may be considered a breach of Contract.

**The COUNTY may take action up to and including termination for default if this condition is not remedied within the time period specified by the Manager, Procurement.**

#### **ARTICLE 9            SERVICE-DISABLED VETERAN (SDV) REPORTING**

The prime CONSULTANT shall be responsible for reporting (SDV) sub-Consultant contract dollar amount(s) for the SDV firms(s) listed in the document by submitting appropriate documents evidencing contract award of work to the Business Development Division (BDD). The report(s) shall be submitted in the (BDD) with a copy to the representative within ten (10) days after issuance of individual assignments or task authorizations-

- A. Subsequent amendments to this contract shall be submitted with the appropriate documentation evidencing contractual change or assignment of work to the BDD, with a copy to the COUNTY'S designated representative, within ten (10) calendar days after COUNTY'S execution.
- B. The awarded prime CONSULTANT shall furnish written documentation evidencing actual dollars paid to all sub-Consultants utilized by the CONSULTANT on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the COUNTY may determine actual SDV participation achieved by the CONSULTANT prior to the issuance of final payment.
- C. File copies of all executed sub-consultant agreements/contracts between the prime and all SDV Sub-consultants on the project to Orange County Business Development Division

one time for the duration of the contract period. The Scope and **Schedule of Subcontracting - SDV Participation** form and the letter of Intent must be included in the sub-consultant agreement.

- D. Notwithstanding any termination provisions in this Subcontract Agreement, the Prime Consultant shall not terminate this Subconsultant Agreement without prior written authorization of the Orange County Business Development Division Manager, nor shall the Prime Consultant amend this Subconsultant Agreement, or reduce the Scope of Work or monetary value awarded under this Subconsultant Agreement, without prior written authorization of the Orange County Business Development Manager.
- E. It is the intent of the COUNTY to insure prompt payment of all sub-Consultantss working on COUNTY projects. The CONSULTANT shall:
1. Submit copies of executed contracts between the CONSULTANT and all of its SDV sub-Consultants to the Business Development Division.
  2. Whereas the Prime Consultant is being paid in accordance with the Local Government Prompt Payment Act, Consultant shall incorporate a 72 Hour prompt payment assurance provision and payment schedule in all contracts between the CONSULTANT and SDV sub-Consultants.

**Note:** The County reserves the right to verify that all sub-contractors are being paid within 72 hours of the County's remittance to the prime contractor.

- F. By entering into this contract, the CONSULTANT affirmatively commits to comply with the SDV requirements submitted with his/her Proposal. The failure of the CONSULTANT to comply with this commitment during the Contract's performance period may be considered a breach of Contract.

#### **ARTICLE 10            DISLOCATED WORKERS**

**The CONSULTANT has committed to hire \_\_\_\_\_ ( ) CareerSource Central Florida participants residing in the Orlando MSA. Therefore, within five (5) days after contract award, the CONSULTANT shall contact the Orange County Business Development Liaison (BDD) at (407) 836-7317 to assist with meeting this requirement. The BDD Liaison will work with the CareerSource Central Florida staff and the CONSULTANT to ensure that the process is properly adhered until all requirements have been met. CareerSource Central Florida participants may be employed in any position within the firm but must be hired on a fulltime basis.**

The failure of the CONSULTANT to comply with these hiring commitments after contract award shall be grounds for termination of the contract for default.

During performance of the contract, the CONSULTANT will take appropriate steps to ensure that individuals hired under this program are retained. However, if it becomes necessary to replace an employee, the CONSULTANT shall contact the BDD Liaison. At its discretion, COUNTY may periodically request submission of certified payrolls to confirm the employment status of program participants.

**ARTICLE 11            FEDERAL AND STATE TAX**

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONTRACTOR. The CONTRACTOR shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONTRACTOR authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The CONTRACTOR shall be responsible for payment of its own and its share of its employee FICA and Social Security benefits with respect to this Contract.

**ARTICLE 12            AVAILABILITY OF FUNDS**

The COUNTY'S performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the Board of County Commissioners, or other specified funding source for this procurement.

**ARTICLE 13            CONFLICT OF INTEREST**

The CONTRACTOR represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided for in Florida Statutes 112.311. The CONTRACTOR further represents that no person having any interest shall be employed for said performance.

The CONTRACTOR shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the CONTRACTOR'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONTRACTOR may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONTRACTOR. The COUNTY agrees to notify the CONTRACTOR of its opinion by certified mail within thirty (30) days of receipt of the notification by the CONTRACTOR. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONTRACTOR, the COUNTY shall so state in the notification and the CONTRACTOR shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONTRACTOR under the terms of this Contract.

**ARTICLE 14            TERMINATION**

**A.        Termination for Default:**

The COUNTY may, by written notice to the CONTRACTOR, terminate this contract for default in whole or in part (delivery orders, if applicable) if the CONTRACTOR fails to:

1.        Provide products or services that comply with the specifications herein or fails to meet the COUNTY'S performance standards
2.        Deliver the supplies or to perform the services within the time specified in this contract or any extension.

3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the COUNTY will provide adequate written notice to the CONTRACTOR through the Manager, Procurement, affording them the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the CONTRACTOR in accordance with the County's Procurement Ordinance. The CONTRACTOR and its sureties (if any) shall be liable for any damage to the COUNTY resulting from the CONTRACTOR's default of the contract. This liability includes any increased costs incurred by the COUNTY in completing contract performance.

In the event of termination by the COUNTY for any cause, the CONTRACTOR will have, in no event, any claim against the COUNTY for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the COUNTY the CONTRACTOR shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the COUNTY.
4. Continue and complete all parts of that work that have not been terminated.

Neither CONTRACTOR nor COUNTY shall be liable, nor may cancel this contract for default, when delays arise out of causes beyond the control of CONTRACTOR or COUNTY. Such causes may include but are not restricted to acts of God, acts of COUNTY in sovereign capacity, fires, floods, lightning strikes, epidemics, quarantine restrictions, strikes, freight embargoes, wars, civil disturbances, work stoppage, power failures, laws, regulations, ordinances, acts or orders of any governmental agency or official thereof, and unusually severe weather. In every case, the delay must be beyond the control of the claiming party. If CONTRACTOR is delayed in its performance as a result of the above causes, COUNTY, shall upon written request of CONTRACTOR, agree to equitably adjust the provisions of this contract, including price and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit COUNTY'S right to terminate for convenience.

#### **B. Termination for Convenience**

The COUNTY, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the COUNTY shall be liable only for goods or services delivered and accepted. The COUNTY Notice of Termination shall provide the CONTRACTOR thirty (30) days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**



## **ARTICLE 15**            **FORCE MAJEURE**

1. The Contractor shall not be held responsible for any delay and/or failure in performance of any part of this contract to the extent such delay or failure is caused by explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond the Contractor's control so long as the Contractor's delay is not caused by the Contractor's own fault or negligence. That notwithstanding, the Contractor shall notify the County in writing within forty-eight (48) hours after the beginning of any such cause that would affect its performance hereunder and the County reserves the right the request additional information that supports the validity of the Contractor's Force Majeure claim. Failure to notify the County in a timely manner of any claim of Force Majeure made pursuant to this section is cause for termination of this contract.
2. If the Contractor's performance is delayed pursuant to this section for a period exceeding two (2) calendar days from the date the County receives the required Force Majeure notice, the County shall have the right to terminate this contract thereafter and shall only be liable to the Contractor for any work performed and validated (if required for payment hereunder) prior to the date of the County's contract termination.
3. If the Contractor's performance is delayed pursuant to this section, the County may, upon written request of the Contractor, agree to equitably adjust the provisions of this contract, including price, performance, and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit the County's right to terminate for convenience.

## **ARTICLE 16**            **PERSONNEL**

The CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereafter shall be performed by the CONTRACTOR or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONTRACTOR'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY before said change or substitution can become effective.

The CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. The COUNTY may require, in writing, that the CONTRACTOR remove from this contract any employee the COUNTY deems incompetent, careless, or otherwise objectionable.

## **ARTICLE 17**            **TRUTH IN NEGOTIATION CERTIFICATE**

Signature of this Contract by the CONTRACTOR shall act as the execution of the truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONTRACTOR'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or non-current

wage rates or due to inaccurate representations of fees paid to outside Contractors. The COUNTY shall exercise its right under this "Certificate" within one (1) year following final payment.

**ARTICLE 18            ARREARS**

The CONTRACTOR shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONTRACTOR further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

**ARTICLE 19            DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The CONTRACTOR shall deliver to the COUNTY for approval and acceptance, and before being eligible for final payment or any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

All oral and written information not in the public domain or not previously known, and all information and data obtained, developed or supplied by the COUNTY, or at its expense, will be kept confidential by the CONTRACTOR and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced at the discretion of the COUNTY.

The COUNTY and the CONTRACTOR shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

**ARTICLE 20            INDEPENDENT CONTRACTOR RELATIONSHIP**

The CONTRACTOR is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONTRACTOR'S sole direction, supervision, and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONTRACTOR'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONTRACTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation other than as specifically provided for in this Agreement.

**ARTICLE 21            CONTINGENT FEES**

The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONTRACTOR, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

**ARTICLE 22            ACCESS AND AUDITS**

The CONTRACTOR shall establish and maintain a reasonable accounting system, which enables ready identification of CONTRACTOR'S cost of goods and use of funds. Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the goods for at least five (5) years after completion of this contract. The COUNTY or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the CONTRACTOR or its sub-Contractors as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the CONTRACTOR'S place of business. This right to audit shall include the CONTRACTOR'S sub-Contractors used to procure goods or services under the contract with the COUNTY. CONTRACTOR shall ensure the COUNTY has these same rights with sub-Contractor(s) and suppliers.

**ARTICLE 23            EQUAL OPPORTUNITY**

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the CONTRACTOR shall abide by the following provisions:

- A.     The CONTRACTOR shall represent that the CONTRACTOR has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B.     The CONTRACTOR shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.
- C.     The provisions of the prime contract shall be incorporate by the CONTRACTOR into the contracts of any applicable subcontractors.

**ARTICLE 24            DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION.**

By executing this contract the firm affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

**ARTICLE 25            FLORIDA CONVICTED/SUSPENDED/DISCRIMINATORY COMPLAINTS.**

By executing this contract the firm affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

## **ARTICLE 26**                    **SCRUTINIZED COMPANIES**

- A. By executing this Agreement, the Contractor certifies that it is eligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes.
- B. Specifically, by executing this Agreement, the Contractor certifies that it is **not** on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.
- C. Additionally, if this Agreement is for an amount of one million dollars (\$1,000,000) or more, by executing this Agreement, the Contractor certifies that it is **not**:
1. On the “Scrutinized Companies with Activities in Sudan List” or the “Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List,” created pursuant to Section 215.473, Florida Statutes; and/or
  2. Engaged in business operations in Cuba or Syria.
- D. The County reserves the right to terminate this Agreement immediately should the Contractor be found to:
1. Have falsified its certification of eligibility to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes; and/or
  2. Have become ineligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statute subsequent to entering into this Agreement with the County.
- E. If this Agreement is terminated by the County as provided in subparagraph 4(a) above, the County reserves the right to pursue any and all available legal remedies against the Contractor, including but not limited to the remedies as described in Section 287.135, Florida Statutes.
- F. If this Agreement is terminated by the County as provided in subparagraph 4(b) above, the Contractor shall be paid only for the funding-applicable work completed as of the date of the County’s termination.
- G. Unless explicitly stated in this Section, no other damages, fees, and/or costs may be assessed against the County for its termination of the Agreement pursuant to this Section.

## **ARTICLE 27**                    **MODIFICATIONS OF WORK**

The COUNTY reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the CONTRACTOR of the COUNTY’S notification of a contemplated change, the CONTRACTOR shall (1) if requested by COUNTY, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY in writing if the contemplated change shall affect the CONTRACTOR’S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CONTRACTOR shall suspend work on that portion of the work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall issue a Contract Amendment or Change Order and the CONTRACTOR shall not commence work on any such change until such written amendment or change order has been issued and signed by each of the parties.

#### **ARTICLE 28            CONTRACT CLAIMS**

“Claim” as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County relating to a particular contract shall be submitted to the Procurement Manager in writing clearly labeled “Contract Claim” requesting a final decision. The Contractor also shall provide with the claim a certification as follows: “I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor.”

#### **Failure to document a claim in this manner shall render the claim null and void. Moreover, no claim shall be accepted after final payment of the contract.**

The decision of the Procurement Manager shall be issued in writing and shall be furnished to the Contractor. The decision shall state the reasons for the decision reached. The Procurement Manager shall render the final decision within sixty (60) days after receipt of Contractor's/Contractor's written request for a final decision. The Procurement Manager's decision shall be final and conclusive.

**The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager of Procurement.**

#### **ARTICLE 29            TOBACCO FREE CAMPUS**

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to contractors and their personnel during contract performance on county-owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

#### **ARTICLE 30            VERIFICATION OF EMPLOYMENT STATUS**

Prior to the employment of any person under this contract, the contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the contractor to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the contractor to perform work pursuant to the contract with Orange County. Please refer to USCIS.gov for more information on this process.

**Only those employees determined eligible to work within the United States shall be employed under the contract.**

Therefore, by submission of a bid or proposal in response to this solicitation, the contractor confirms that all employees in the above categories will undergo e-verification before placement on this contract. The contractor further confirms his commitment to comply with this requirement by completing the E- Verification certification.

**ARTICLE 31            LAWS AND REGULATIONS**

All applicable Federal and State laws, municipal and County ordinances shall apply to the solicitation and Contract.

**ARTICLE 32            PRICE ESCALATION/DE-ESCALATION (CPI)**

The County may allow a price escalation provision within this award. The original contract prices shall be firm for a 1-year period. A price escalation/de-escalation will be considered at annual intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the effective date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at [www.bls.gov](http://www.bls.gov).

Price adjustment shall be calculated by applying the simple percentage model to the CPI data. This method is defined as subtracting the base period index value (at the time of initial award) from the index value at time of calculation (latest version of the CPI published as of the date of request for price adjustment), divided by the base period index value to identify percentage of change, then multiplying the percentage of change by 100 to identify the percentage change. Formula is as follows:

$$\text{Current Index} - \text{Base Index} / \text{Base Index} = \% \text{ of Change}$$

$$\% \text{ of Change} \times 100 = \text{Percentage Change}$$

**CPI-U Calculation Example:**

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130
Divided by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula

above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement Division of price decreases in the method outlined above. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

**ARTICLE 33            ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the Parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this Agreement and any litigation that arises either directly, or indirectly.

**ARTICLE 34            JURY WAIVER**

Each party hereto hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this agreement.

**ARTICLE 35            GOVERNING LAW AND VENUE**

Any and all legal actions associated with this contract will be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be in the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions will be in the Orlando Division of the U.S. Middle District of Florida.

**ARTICLE 36            NO REPRESENTATIONS**

Each party represents that they have had the opportunity to consult with an attorney, and have carefully read and understand the scope and effect of the provisions of this Agreement. Neither party has relied upon any representations or statements made by the other party hereto which are not specifically set forth in this Agreement.

**ARTICLE 37            AUTHORITY TO PRACTICE**

The CONTRACTOR hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to, conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY upon request.

**ARTICLE 38            SEVERABILITY**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the

application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 39            SUCCESSORS AND ASSIGNS**

The COUNTY and the CONTRACTOR each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CONTRACTOR shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the CONTRACTOR.

**ARTICLE 40            REMEDIES**

This Contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Circuit Court in and for Orange County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or at equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

**ARTICLE 41            ENTIRETY OF CONTRACTUAL AGREEMENT**

The COUNTY and the CONTRACTOR agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, deleted, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

**ARTICLE 42            NOTICE**

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the COUNTY shall be mailed to:

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and if sent to the CONTRACTOR shall be mailed to:

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**ARTICLE 43****ATTACHMENTS**

The following attachment(s) is/are attached hereto, and made a part of this Contract in order of precedence:

- A. SCOPE OF SERVICES
- B. RFP#Y23-132 FEE SCHEDULE FORM
- C. POSITION DESCRIPTIONS

**IN WITNESS WHEREOF**, the Board of County Commissioners of Orange County, Florida has made and executed this Contract on behalf of the COUNTY and CONTRACTOR has hereunto set its hand the day and year above written.

CONTRACTOR:

ORANGE COUNTY, FLORIDA:

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Company Name

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Carrie Mathes, MPA, CFCM, NIGP-CPP, CPPO,  
C.P.M.  
Procurement Division Manager

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Signature

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Date

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Typed Name

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Title

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Date