

RFP Title: Big Bend Scenic Byway Plan Implementation

RFP No: #2012-01

Opening Date: November 10, 2011

WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS



BIG BEND SCENIC BYWAY PLAN IMPLEMENTATION

Request for Proposal Number: 2012-01



RESPONSES ARE DUE BY: November 10, 2011 @ 2:00 p.m.

MAIL OR DELIVER RESPONSES TO:

Wakulla County Board of County Commissioners
3093 Crawfordville Highway
PO Box 1263
Crawfordville, FL 32326

Contact: Deborah DuBose at 850.926.9500 or via e-mail at ddubose@mywakulla.com

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OVERVIEW:

This project will implement Phase 1 of the Big Bend Scenic Byway Interpretive and Wayshowing Plan in Wakulla, Franklin, and Leon Counties. Project activities will include (1) development of video podcasts; (2) update, redesign and printing of "The Guide to the Big Bend Scenic Byway"; (3) fabrication and installation of tertiary signs; and (4) development of the Byway Ambassador Program. The purpose of this Request for Proposal is to solicit consulting services related to the coordination and carrying out of these activities.

Those firms interested in providing this service are instructed to submit five (5) bound copies and one (1) unbound original of their proposal, pertinent to the project prior to 2:00 p.m. EDT, on Thursday, November 10, 2011 to the Purchasing Office located at 3093 Crawfordville Hwy, Crawfordville, FL 32327. Proposals received after this date and time will not be considered. The Wakulla County Board of County Commissioners reserves the right to reject any and all proposals, to waive any informalities or irregularities in any proposals received, to solicit new proposals, or take any other such actions that may be deemed to be in the best interest of the BOCC. Qualified responses will be reviewed and ranked by an evaluation committee based on criteria outlined in this RFP and the top three respondents may be required to participate in oral interviews which will also be evaluated and scored. The committee will recommend to the County Administrator and the County Commission its ranking of the top firms for the Commission's approval.

Wakulla County is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. Wakulla County strictly enforces open and fair competition.

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Your firm is invited to submit qualifications and proposed fees to the Wakulla County Board of County Commissioners for consultant services for Phase 1 of the Big Bend Scenic Byway Interpretive and Wayshowing Plan in Wakulla, Franklin and Leon Counties. The selected firm will work closely with the Director of the Tourist Development Council and the Big Bend Scenic Byway members to meet the requirements of the Scope of Work.

Requirements for submission and the selection criteria may be obtained from the Wakulla County website at <http://www.mywakulla.com>. All questions pertaining to this Request for Proposals (RFP) should be directed, in writing, to Debbie DuBose, Purchasing Coordinator, Wakulla County, PO Box 1263, Crawfordville, Florida 32326, by facsimile (850) 926-0940 or by email to ddubose@mywakulla.com. Any addenda to this RFP shall be made available on the county website and distributed to vendors on the list Wakulla County distributes for this RFP.

Respondents must submit one (1) original response marked "Original" and six (6) copies marked "Copy" for a total of seven (7) complete packages of the proposal in a sealed envelope clearly marked on the outside with the Respondent's name and "**RFP #2012-01 Sealed Proposal for the Big Bend Scenic ByWay Plan Implementation**", addressed and delivered to:

**Wakulla County Purchasing Office
3093 Crawfordville Highway
Crawfordville, FL 32327**

All proposals must be received by the County Purchasing Office before 2:00 P.M. on November 10, 2011. Any proposals received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt Requested, hand delivered, or couriered. Faxed or e-mailed proposals will be automatically rejected. Respondents delivering proposals by hand delivery may request a receipt. If sent by mail or by courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Respondents should be aware that certain "express mail" services will not guarantee specific time delivery to Crawfordville, Florida. It is the sole responsibility of each Respondent to ensure their proposal is received in a timely fashion.

All proposals shall remain valid for a period of ninety (90) days beyond the deadline for submission and may be extended beyond that time by mutual agreement. The Board will automatically reject the response of any person, entity, or affiliate who appears on the convicted vendor list prepared by the Department of Management Services, State of Florida, under section 287.133(3)(d), Florida Statutes. Wakulla County declares that all or portions of the documents and work papers and other forms of deliverables pursuant to this request shall be subject to reuse by the County.

Contracts will be awarded by the Wakulla County Board of County Commissioners ("BOCC") to the entity whose response is deemed to be in the best interest of the Wakulla County, the Tourist Development Council and the Big Bend Scenic ByWay.

The BOCC reserves the right to reject any and all proposals, to waive informalities in any or all proposals, to re-advertise for proposals, and to separately accept or reject any item or items and to award and/or negotiate a contract in the best interest of the Wakulla County BOCC.

While every effort has been made to ensure the accuracy and completeness of information in the RFP we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the County.

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CALENDAR OF EVENTS

All times listed in the Calendar of Events are Eastern Standard Time.

Release of Request for Proposal	10/25/11
Technical Questions due from prospective Respondents (Fax acceptable)	11/01/11
Responses to questions due from the TDC	11/03/11
Replies due and opened (FAX NOT ACCEPTABLE)	11/10/11
Evaluation Team to Evaluate Responses	11/10/11 thru 11/15/11
Oral Presentations with Evaluation Team	TBD
Posting of Intended Award	11-18-11
Board Consideration of Intended Vendor Award	12-05-11
Anticipated beginning of work	12-06-11

1. The Board of County Commissioner's reserves the right to alter scheduled dates if necessary.
2. Oral presentations may be requested of the top three (3) highest ranked firms. Those firms will be notified as soon as possible in order to give sufficient preparation time.

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INSTRUCTIONS TO RESPONDENTS:

1.01 COPIES OF RESPONDING DOCUMENTS

Only complete sets of Responding Documents will be issued and shall be used in preparing responses. The BOCC does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.

Complete sets of Responding Documents may be obtained in the manner and at the location stated in the Notice of Calling for Proposals.

1.02 DISQUALIFICATION OF RESPONDENTS

A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this invitation must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Respondents, the response of all participants in such collusion shall be rejected, and no participants in such collusion will be considered in future responses for the same work.

B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response to provide any goods or services to a public entity. They also may not submit a response on leases or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Category Two: \$25,000.00.

C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or proposal in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with his response or proposal. Failure to complete this form in every detail and submit it with your response or proposal may result in immediate disqualification of your response.

D. **CONFLICT OF INTEREST:** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

E. **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular request for proposal, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, the evaluation team, or any county employee authorized to act on behalf of the Commission in relation to this RFP.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

This prohibition on communication shall be in effect as of the publication of the bid advertisement. The provisions of this section shall not apply to oral communications at any public proceeding, written questions submitted pursuant to this RFP, pre-bid conferences, oral presentations before the evaluation team, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any other communication specifically authorized in this RFP.

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The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

1.03 EXAMINATION OF RFP DOCUMENTS

Each Respondent shall carefully examine the RFP and other contract documents, and inform him or herself thoroughly of any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent will in no way relieve the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall at once notify the County Purchasing Office at 850.926.9500.

1.04 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Respondent as to the meaning of the contract documents. Any inquiry or request for interpretation received on or before September 20, 2011 will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be mailed or sent by available means to all known prospective Respondents prior to the established response opening date. Each Respondent shall acknowledge receipt of such addenda in their response. In case any Respondent fails to acknowledge receipt of such addenda or addendum, the response will nevertheless be construed as though it had been received and acknowledged and the submission of the response will constitute acknowledgment of the receipt of same. All addenda are a part of the contract documents and each Respondent will be bound by such addenda, whether or not received. It is the responsibility of each Respondent to verify all addenda issued have been received before responses are opened.

1.05 GOVERNING LAWS AND REGULATIONS

The Respondent is required to be familiar with and shall be responsible for complying with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work.

1.06 SIGNATURE OF RESPONDENT

The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

1.07 COST OF PREPARING PROPOSAL

Wakulla County assumes no responsibility or liability for the costs incurred by a Respondent to prepare and/or submit a proposal. The entire cost of preparing and submitting Proposals and pricing information, or any work in connection therewith will be borne by the Respondent.

1.08 RENEWAL

Wakulla County requires prices to remain firm for the initial contract period (2 years). The Contract shall begin November 1, 2011 or upon execution of the contract documents. The contract may be renewed for two (2) additional one (1) year periods, if service is satisfactory, both parties are willing to renew, and renewal is approved by the Wakulla County Board of County Commissioners. Prior to each period of

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renewal, any increases in renewal rates will be evaluated and compared to the actual rate of inflation experienced, and will remain subject to negotiation.

1.09 RECEIPT AND OPENING OF PROPOSALS:

Proposals will be opened publicly at the time and place stated in the Request for Proposal (RFP). The person whose duty it is to open the proposals will decide when the specified time has arrived and no proposals received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a proposal not properly addressed and identified. At the time fixed for the opening of proposals, the contents of the RFQ form will be made public for the information of contractors and other interested parties who may be present either in person or by representative.

1.10 WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written or telegraphic request received from respondents prior to the time fixed for opening. Negligence on the part of the respondent in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.

1.11 SELECTION OF PROPOSAL

The County will select a firm based solely upon the content of the proposals that are received in response to this RFP. The County reserves the right to waive any informality in proposals and to award a proposal in whole or in part when either or both conditions are in the best interest of Wakulla County.

Notice of the intended award is provided through an agenda item to the Board of County Commissioners containing a recommendation of award. The agenda for each meeting of the County Commission is available on the County website at mywakulla.com. A firm may request, in their RFP submittal, a copy of the RFP tabulation sheet to be mailed in a responding firm-provided, stamped self-addressed envelope for their record.

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II. SCOPE OF SERVICES

Provide consulting services to assist the Wakulla County Tourist Development Council and the Big Bend Scenic Byway Corridor Management Entity (CME) in meeting the following project objectives:

Objective 1 – Training & Marketing Materials

1.A. – The Guide to the Big Bend Scenic Byway: *The Guide to the Big Bend Scenic Byway* is a comprehensive visitors guide to the byway. The Guide has recently been updated to include new attractions/interpretive information for the byway. An electronic copy of the updated version is available for review and will be printed under this project. The consultant will:

- 1.A.1. Oversee the review of the new edition of *The Guide to the Big Bend Scenic Byway* by the CME Marketing Committee
- 1.A.2. Incorporate and proof revisions of the new edition
- 1.A.3. Finalize a distribution and storage plan for *The Guide* among the various attractions along the byway and in coordination with the CME
- 1.A.4. Assist Wakulla County in preparation and selection of printing firm
- 1.A.5. Proof copy from printer
- 1.A.6. Assist CME in distribution of initial copies

1.B. – Tour Itineraries & Video Podcasts: A Maritime Heritage Symposium was held in August, 2011 that resulted in a report to be used as the basis for development of some of the byway tours and video(s). At minimum, there will be four videos based on the primary themes of the BBSB (Wildlife, Woods, Waterways, & Way of Life) The consultant will:

- 1.B.1. Draft Maritime Heritage Tours/Itineraries and BBSB-themed videos based on information provided in the Maritime Heritage Tourism Symposium Report and the BBSB Interpretive & Wayshowing Plan (to be provided by TDC)
- 1.B.2. Conduct tour review meetings with outfitters, guides, etc. along the byway
- 1.B.3. Draft Video Script and work with videographer to produce draft video
- 1.B.4. Review draft video with CME Marketing Committee
- 1.B.5. Proof final video and tour itineraries
- 1.B.6. Coordinate addition of the video and tour itineraries to byway website

1.C. – Ambassador Program: The byway Ambassador Program is being established to provide frontline workers/employees at various businesses, attractions, and visitor centers along the byway with information on what to do and see. The intent is to provide some initial training sessions, but more importantly, develop a “training manual” that can be left behind as a reference for employees to answer questions from byway travelers. The consultant will:

- 1.C.1. Research existing training models
- 1.C.2. Develop Byway Business Directory Database (user friendly and/or commonly used software such as Excel)
- 1.C.3. Create program handouts and interactive materials (to include graphics and preparation for camera/print ready copy)
- 1.C.4. Produce Training Manual (draft and design manual, prepare for camera/print ready)
- 1.C.5. Develop Ambassador Training Schedule with byway businesses.
- 1.C.6. Extend Invitations for Training Meetings
- 1.C.7. Conduct Training Meetings & Evaluation
- 1.C.8. Coordinate addition of new content to byway website

Objective 2 – Tertiary Signage: The Big Bend Scenic Byway Interpretive and Wayshowing Plan (IWP) includes design and locations of over 60 tertiary signs that will be fabricated and installed at attractions throughout the byway. The consultant will:

- 2.A. Assist Department of Transportation in review and approval of tertiary signage design (provided in the BBSB IWP)
- 2.B. Review and finalize distribution/installation plan with CME members and byway attraction contacts
- 2.C. Coordinate with selected vendor fabrication of signage
- 2.D. Coordinate installation of signage with public land managers.

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Should you require clarification regarding any of these activities, please contact Debbie Dubose, (850) 926-9500, ddubose@mywakulla.com, OR Pam Portwood, (850) 544-6133, email: pportwood@mywakulla.com.

QUALIFICATIONS

Qualifications include familiarity with or understanding of the Big Bend Scenic Byway (BBSB) Corridor Management Entity (CME) and the National Scenic Byway Program. Respondents should have significant background in nature- and heritage-based tourism marketing strategies and development of promotional and public education materials. Strong skills in meeting/conference organization and planning as well as experience in development and implementation of training programs are also preferred.

EVALUATION/PROPOSAL FORMAT

Proposals will be evaluated by the evaluation committee on the basis of scoring the proposals as to the experience, and qualifications using the criteria listed below. Further evaluation will include an oral interview/presentation with the three (3) most qualified respondents before the evaluation team. The evaluation team may re-evaluate and re-rank firms following the oral presentations.

EVALUATION CRITERIA

Proposals for the requested services shall be evaluated using the following criteria:

*Familiarity with or understanding of the Big Bend Scenic Byway Corridor Management Entity and the National Scenic Byway Program (25 points)

*Familiarity with or understanding of nature and heritage-based tourism marketing strategies including development of related promotional materials (25 points)

*Familiarity with or understanding of Meeting/Conference planning and organization (10 points)

*Familiarity with or understanding of development & implementation of training programs including development of associated training materials (15 points)

*Familiarity with or understanding of development of travel-related tours and itineraries (15 points)

*Cost of Services (5)

* Knowledge of maritime heritage of the Florida Big Bend Region (5 points)

For a proposal to be eligible, the format must be strictly followed. All proposals should be typewritten, bound 8 ½ x 11 format, and should be properly identified by name of Respondent and marked with "Big Bend Scenic Byway Plan Implementation, RFP No. #2012-01" to facilitate effective evaluation by the County. Proposals shall be limited to a total of 30 pages. MBE/WBE/DBE certification(s), other appendix documentation, the proposed contract, sectional dividers, and front and back covers will not be counted toward the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Proposals that exceed this length may be considered non-responsive and may be rejected. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

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Proposals must include the following tabbed sections:

1. Company background
2. Statement of qualifying experience providing similar services and capability to provide requested services
3. Staffing (personnel to be responsible for performing services and accompanying resumes)
4. Proposed fees
5. References for similar projects in past 3-5 years
6. Overall approach to each project objective as outlined in the Scope of Services
7. Past litigation and legal actions
8. Required Forms (see Forms Section, pg.#18)
9. Proposed contract for consideration

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RESPONSE FORM

RESPONSE TO: Request for Proposal #2012-01
Big Bend Scenic Byway Plan Implementation
WAKULLA COUNTY PURCHASING DEPARTMENT
3093 Crawfordville Highway
CRAWFORDVILLE, FLORIDA 32327

I acknowledge receipt of Addenda No(s)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

- *Pricing Information _____
- *Non-Collusion Affidavit _____
- *Ethics Clause _____
- *Drug Free Workplace _____
- *Conflict of Interest Disclosure _____
- *References _____

In addition, I have included a current copy of the following professional and occupational licenses:

(Check mark items above, as a reminder that they are included.)

Mailing Address:

_____ Telephone: _____

_____ Fax: _____

_____ Date: _____

By signing and submitting this Proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.

Signed: _____

(Seal)

(Name)

(Title)

Witness: _____

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**ATTACHMENT 1
REFERENCE FORM**

Respondent's Name: _____

Vendors are required to submit with their response three (3) references, with which they have provided similar services as requested in this solicitation. Vendors shall use this attachment to provide the required reference information. The BoCC reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge. (Please provide at least 2 Contact Names.)

FORMER CLIENTS-Provide Three (3)	
Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Authorized Signature: _____

Title: _____

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ATTACHMENT 2

SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Wakulla County Board of County Commissioners

By _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is . _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement). _____ .

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision

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of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted contractor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of, 200_ .

Personally known _____ OR Produced identification _____
(Type of identification)

NOTARY PUBLIC

Notary Public - State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of notary public

ATTACHMENT 3

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Firm: _____

Address: _____

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ATTACHMENT 4

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Wakulla County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.

2. The undersigned is authorized to make this Affidavit on behalf of,

_____ (Name of Corporation, Partnership, Individual, etc.)

a , _____ formed under the laws of _____
(Type of Business) (State or Province)

of which he is . _____
(Sole partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Wakulla County, Florida is directly interested therein.

4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

_____ AFFIANT'S NAME

_____ AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this _____ day of 20__.

Personally Known _____ or Produced Identification _____

Type of Identification _____

_____ Notary Public

_____ (Print, Type or Stamp Commissioned Name of

Notary Public)

RFP Title: Big Bend Scenic Byway Plan Implementation

RFP No: #2012-01

Opening Date: November 10, 2011

ATTACHMENT 5

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

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**ATTACHMENT 6
DISCLOSURE STATEMENT
CONFLICT OF INTEREST DISCLOSURE**

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their proposals whether any officer, director, employee or agent is also an officer or an employee of the Wakulla County Board of County Commissioners. All firms must disclose the name of any county officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Officer or Employee of Wakulla County:

_____	_____
_____	_____

Name of an State Officer or Employee that owns 5% or more in Respondent's firm:

_____	_____
_____	_____

Name

Company

Date

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ATTACHMENT 7

STATEMENT OF NO BID

We, the undersigned, have declined to bid on the above referenced bid for the following reasons:

_____ We do not offer this service

_____ Our schedule would not permit us to perform.

_____ Unable to meet specifications

_____ Others (Explain)

We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Wakulla County.

Company Name _____

Signature _____

Name (Print/Type) _____

Telephone No. _____