



## **REQUEST FOR QUALIFICATIONS**

### **RFQ FY2024-01 PROFESSIONAL ENGINEERING SERVICES for WWTP REUSE SYSTEM**

**April 11, 2024**

**IMMOKALEE WATER & SEWER DISTRICT  
1020 Sanitation Road  
Immokalee, FL 34142  
(239) 658-3630**

**IMMOKALEE WATER AND SEWER DISTRICT  
REQUEST FOR QUALIFICATIONS  
for  
PROFESSIONAL ENGINEERING DESIGN SERVICES  
for  
WWTP REUSE SYSTEM**

The Immokalee Water and Sewer District ("District") is requesting statements of qualifications to provide Professional Engineering Services for a Reuse System for the District's Wastewater Treatment Plant ("WWTP") ("Project"). The Project may include design for public access reuse, and/or direct or indirect potable reuse. By submitting a response, a respondent represents that he or she has carefully read the terms and conditions of this solicitation and all attachments and Addenda and agrees to be bound by them. This Request for Qualifications (RFQ) is not an offer to enter into a contract, but merely a solicitation to interested respondents.

**Contents**

Section I: General Terms and Conditions

- Background
- General Scope of Services
- Solicitation Documents
- Questions and Communications
- Deadlines
- Addenda
- Response Submittal
- Anticipated Schedule
- Selection Process and Contract
- Response Format
- Evaluation and Selection Process
- Protest of District Decisions
- Florida Statutory Requirements

Section II: Scope of Services

- Silence of Specifications
- Additional Engineering Services
- Site Plan of WWTP
- WWTP Process Flow Diagram

Section III: Forms to Submit with Response

- Appendix A: Project Manager and Key Personnel
- Appendix B: Reference Form
- Appendix C: E-Verify Registration & Affidavit
- Appendix D: Public Entity Crimes Statement

Section IV: Professional Services Agreement including Insurance Requirements

## **Section I: General Terms and Conditions**

### **District Background**

The District is an independent special district existing under Chapter 189, Florida Statutes and Chapter 2022-258, Laws of Florida. The District was created to provide water and sewer services within its boundaries in unincorporated Collier County, Florida on July 5, 1978.

The District operates a complete public water system as well as one Wastewater Treatment Plant (WWTP) with a permitted capacity of 4.0 MGD. The WWTP utilizes an extended aeration treatment process using four oxidation ditches, three digesters, and four clarifiers. The wastewater collection system consists of over 80 miles of piping and includes 42 lift stations.

### **General Scope of Services**

Professional engineering design services may include, but is not limited to, process design, piping and instrumentation diagram development, civil/structural and electrical design, instrumentation & controls, geotechnical analysis (if needed), vendor coordination for recommended equipment, construction bid package preparation, vendor coordination along with recommendations for equipment selection, project management, signed and sealed technical plans/specifications, permit coordination, and Construction Engineering Inspection Services. The District expects one consultant to manage the entire design process by either self-performing the services or using subconsultants.

### **Solicitation Documents**

A copy of the solicitation may be obtained at no charge by visiting the District's website ([www.immokaleewatersewer.com](http://www.immokaleewatersewer.com)) or by contacting Sarah Catala at [sarahcatala@immokaleewatersewer.com](mailto:sarahcatala@immokaleewatersewer.com). Copies may also be obtained by visiting DemandStar at [www.DemandStar.com](http://www.DemandStar.com). The District has no responsibility for the accuracy, completeness, or sufficiency of any documents obtained from any source other than as provided above. Obtaining these documents from any other source(s) may result in obtaining incomplete and inaccurate information and failure to receive any addenda, corrections, or other revisions to these documents that may be issued.

### **Questions and Communications**

Respondents to this solicitation or persons acting on their behalf may not contact any District employee or board member concerning any aspect of this solicitation, except in writing as provided below. Violation of this provision may be grounds for rejecting a response.

For all inquiries concerning this solicitation respondents may only contact Sarah Catala at [sarahcatala@immokaleewatersewer.com](mailto:sarahcatala@immokaleewatersewer.com). Questions must be submitted in writing via electronic mail to [sarahcatala@immokaleewatersewer.com](mailto:sarahcatala@immokaleewatersewer.com) using "**Question re: RFQ# FY2024-01 – Engineering for WWTP Reuse System**" as the subject line. Questions must be submitted on or before the deadline listed below. The District will not answer questions submitted after the deadline.

## **Deadlines**

The deadline for submitting questions regarding this solicitation is **April 23, 2024 at 4:00 PM.**

The deadline for submitting a response (RFQ) to this solicitation is **May 2, 2024 at 11:00 AM.**

## **Addenda**

The District will post answers to questions and any revisions to this solicitation as written addenda on the District's web site, [www.immokaleewatersewer.com](http://www.immokaleewatersewer.com) and [DemandStar at www.DemandStar.com](http://DemandStar.com). The District may issue Addenda on its own initiative or in response to questions to clarify, correct, supplement, or change the solicitation documents. Only responses set forth in an Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the solicitation documents unless set forth in an Addendum that expressly modifies or supplements them. Respondents are responsible for reviewing the District's website for the District's responses to any questions timely submitted.

## **Response Submittal**

All responses must be submitted via email to [sarahcatala@immokaleewatersewer.com](mailto:sarahcatala@immokaleewatersewer.com) or delivered in a sealed envelope to the Immokalee Water and Sewer District Administration Office, 1020 Sanitation Road, Immokalee Florida, 34142 on or before the deadline provided above. The Response must be clearly marked as "**Response to RFQ# FY2024-01 – Engineering for WWTP Reuse System**" as the subject line of the email or marked on the outside of the sealed envelope, which shall also include the Respondent's return address. Respondent shall provide six (6) hard copies of its response in the sealed envelope if respondent is providing its response by delivery to the District Administration office rather than by email.

The District assumes no responsibility for responses not properly marked. Receipt of a response by any District office, receptionist, or personnel other than provided above will not constitute "delivery" as required by this solicitation. The District will not accept responses delivered in any manner other than as prescribed in these instructions. If the response is delivered after the established deadline or is not submitted at the correct location or in the designated manner, a respondent will be deemed non-responsive to the solicitation requirements.

Responses that are incomplete, conditional, obscure, or do not conform to the requirements contained in this solicitation may be rejected as nonresponsive at the sole discretion of the District. The District reserves the right to reject all responses and not grant any award resulting from this solicitation. The District also reserves the right to waive nonmaterial irregularities and technicalities. If awarded, no contract will be formed between the respondent and the District until an agreement is executed by both parties.

Upon submittal of its response, the respondent agrees to be bound by all terms and conditions of this solicitation. The District will not be liable for any expenses incurred in connection with the preparation of a response to this solicitation. It is the respondent's responsibility to confirm that the District received respondent's submission.

## **Anticipated Schedule**

The following is the District's schedule for the selection of a consultant through submittal of final design plans covered within this solicitation. The District reserves the right to change or delay scheduled dates if it determines that it is in the best interest of the District.

<u>Milestones</u>	<u>Expected Completion Date</u>
Advertise RFQ	April 11, 2024
Pre-RFQ Site Visit	April 18, 2024 at 10:00 AM
Deadline to submit questions	April 23, 2024 by 4:00 PM
Deadline to submit RFQ	May 2, 2024 by 2:00 PM
Evaluation Committee Meeting	May 10, 2024 at 9:00 AM
Board meeting to approve selected consultant	May 15, 2024 at 3:30 PM
Deadline to submit engineering design proposal	July 12, 2024 by 4:00 PM
Deadline to submit final (100%) design plans	September 30, 2024

## **Selection Process and Contract**

Each member of the evaluation committee will evaluate responsive and responsible proposals according to the criteria contained in this solicitation and will make a recommendation to the board at a noticed public meeting. A copy of the agreement for professional engineering services (section IV) is included in this package under separate cover. The professional engineering services agreement contains minimum insurance requirements that must be satisfied for the contract to be executed by the District. The contents of the response of the successful respondent will be incorporated into the contract with terms acceptable to the District in its sole discretion. **By submitting a response, the respondent agrees to all the terms and conditions of this solicitation and those included in the attached contract.** If respondent desires to propose a change to a term or condition of this solicitation or the contract included in this solicitation, respondent must identify its request by submitting a question by email as provided in this solicitation.

## **Response Format**

Respondents must submit a single electronic file in searchable PDF format, or six (6) hard copies delivered in a sealed envelope to the Immokalee Water and Sewer District Administration Office, 1020 Sanitation Road, Immokalee Florida, 34142 on or before **May 2, 2024 by 2:00 PM**. The Response must be clearly marked as "**Response to RFQ# FY2024-01 – Engineering for WWTP Reuse System**" as the subject line of the email or marked on the outside of the sealed envelope, which shall also include the Respondent's return address. To be qualified for this Project, a respondent must demonstrate that it has both the personnel and the experience to provide the services described in this document. All responses must include the information listed below. The required information in the response format is correlated with the evaluation Criteria.

### Criterion #1 – Ability of Firm, Project Manager, and Key Personnel

- a. Legal name, address, phone number and email of respondent.
- b. Legal form of company, i.e., partnership, corporation, joint venture (if joint venture, identify the members). Copy of Florida Professional Licenses as applicable (business and individual(s)).

- c. Identification of respondent's "Project Manager" who is proposed to serve as point of contact and his or her qualifications and professional experience.
- d. Identification, description of qualifications and professional experience of other key personnel and any subcontractors that may be assigned to the Project and the location of the office to which they are normally assigned in the form provided in **Appendix A**.
- e. An organizational chart that identifies the role of each member of the team, the firm they are associated with, and the location of where they will do the work.

Criterion #2 – Past Performance and Experience on Similar Projects

- a. Description of at least 3 reference projects along with client references within the last 5 years with similar scope of services for which respondent was the prime consultant including project size, budgeted cost, and final cost as well as projected completion date and actual completion date in the form provided in **Appendix B**.
- b. A matrix (rectangular arrangement of rows and columns) showing each reference project in rows on the left side of the matrix and the key personnel in columns on the top of the matrix to create a matrix, using an "X" to indicate which projects the key personnel were involved in at the intersections of the rows and columns in the matrix.
- c. A summary description and disposition of any litigation, judgment, or legal action where respondent or any proposed subcontractors is or was a party involving work performed by respondent within the last five years. If no such action occurred please indicate so.

Criterion #3 – Project Approach and Schedule

- a. Description of respondent's proposed approach to this Project addressing the evaluation factors listed below.
- b. Preliminary Project schedule.
- c. Current and projected workloads for key personnel during the proposed project timeframe.
- d. Provide examples of respondent's current or past projects with detailed information on schedule adherence, quality of work, and project cost control.
- e. Other information the respondent believes is important to this Project.

Criterion #4 – Firm location

- a. Primary office from which the Project would be managed.
- b. Locations of other offices with engineering services that would support the Project.

Other Required forms:

**Appendix C** – E-Verify Affidavit

**Appendix D** – Public Entity Crimes Statement

The response must be no more than 35 one-sided pages for all requested information, excluding the required forms listed. Front and back covers, transmittal letters, and section dividers and any required forms are excluded from this page limitation. All pages must be standardized 8 ½ x 11 inches in size, margins not less than 1-inch, standard black text (except for graphics and pictures), and minimum 12-point font size for text.

Respondents must not provide costs or billing rates with their response. Fees and billing rates will be negotiated after a firm is selected as provided in Subsections 287.055(4) and (5), Florida Statutes.

## **Evaluation and Selection Process**

### **Review of Responses for Responsiveness**

Each response will be reviewed to determine whether it complies with the requirements provided in this solicitation including all information described in the Response Format section, is timely submitted, and has the required signatures on each document as applicable. Failure to comply with these requirements may result in the proposal being deemed non-responsive. The Contract will be awarded to the proposer whose proposal best serves the interest of the District and is responsive to all solicitation requirements.

### **Minimum Qualifications**

Any Response that fails to meet all the following minimum qualification requirements may be determined as "Non-responsive" and will not be evaluated or scored.

- Respondent must be authorized to do business in the State of Florida and must be able to verify with supporting documentation.
- Respondent's key personnel must have at least 5 years' experience in their respective disciplines.
- Respondent must provide at least 3 references of clients to which it has provided services similar in scope to those in this solicitation.
- Respondent's Project Manager must be a Professional Engineer licensed in Florida. All license information must be active and appear on the State of Florida Department of Business and Professional Regulation website for verification.
- Respondent must meet minimum insurance and bonding requirements.

### **Evaluation Process**

An evaluation/selection committee will review the responses for compliance with the requirements of this solicitation and provide an evaluation of all responsive respondents. The Evaluation Committee's initial evaluation of respondents will be based on the specific project needs and the professional services offered by the respondent as stated in its response, in accordance with the criteria listed below.

### **Evaluation Criteria**

The maximum number of points available for each criterion is provided below for a total of 100 points. The highest-ranking firm will be the one with the highest score after adding the scores of all evaluation committee members. The following criteria will be considered:

<b>Criteria</b>	<b>Maximum Points</b>
1. Ability of Firm, Project Manager, and Key Personnel	40 points
2. Past Performance and Experience on Similar Projects	30 points
3. Project Approach and Schedule	25 points
4. Firm Location	5 points
<b>Maximum Total</b>	<b>100 points</b>

1. Ability of Firm, Project Manager, and Key Personnel
  - Qualifications and experience of Project Manager and key personnel to be assigned to the Project, including demonstrated knowledge and understanding of the types of services to be performed
  - Ability to communicate in a clear and concise manner
  - Related government facility design experience and references for the Project Manager and key personnel
  - Provide a letter from each subcontractor that indicates the subcontractor's intent to be part of the project team
  - Adequacy of staffing levels assigned to project
  - Identification and years of experience of key personnel, including short resumes (no more than one page)
  - Team capability and availability to perform the work efficiently
2. Past Performance and Experience on Similar Projects
  - Prior experience of the firm and its Project Manager and each of its key personnel and subcontractors designing/constructing facilities with design and conceptual elements of a WWTP Reuse System
  - Past performance on similar projects designing facilities similar to this Project
3. Project Approach and Schedule
  - The methodology and strategy of how the respondent will achieve the scope of work for the Project
  - Innovative approach to energy efficient design
  - Cost savings and value engineering approaches
  - Willingness to meet time and budget requirements
  - The firm's commitment of time and resources to this Project.
  - Current and projected workloads of 1 assigned to the Project
  - Awareness and ability to address public concerns/public outreach
4. The Location of the Firm
  - The location of primary office where project would be managed
  - Locations of other offices with engineering services in support of project

## **Protest of District Decisions**

### *Notice of Protest and Formal Written Protest*

Notice of all District decisions concerning a competitive solicitation or award will be posted on the District's website. By submitting a response to this solicitation, respondents agree to the process for filing a protest set forth in these instructions. No time will be added to the time limits provided below for service by mail.

#### *a. Protest of terms, conditions, or specifications of a solicitation*

With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids,

proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

*b. Protest of the District's decision or intended decision*

Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

*Contents of Formal Written Protest*

The formal written protest must be printed or typewritten, and shall contain:

- 1) The name and address of the person or firm filing the protest and an explanation of how the person or firm is adversely affected;
- 2) A statement of how and when the competitive solicitation, or notice of District decision or intended decision was received;
- 3) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- 4) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
- 5) A demand for relief; and
- 6) Any other information material to the protest.

*Filing*

All notice of protests and formal written protests shall be filed with the Executive Director at [SarahCatala@immokaleewatersewer.com](mailto:SarahCatala@immokaleewatersewer.com) Monday through Friday, excluding holidays, during normal business hours. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in these instructions shall constitute a waiver of all claims.

*Protest Bond*

As provided in Florida Statutes section 287.042(2)(c), any person who files an action protesting a decision or intended decision of the District, shall at the time of filing the formal written protest provide a bond payable to the District, in an amount equal to 1 percent of the estimated contract amount. Failure to post the bond at the time of filing the written protest will constitute a waiver of a person's right to challenge the District's action.

*Stay of Procurement*

Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process shall be stayed until the subject of the protest is resolved by final action by the Board of Commissioners, unless the Executive Director, with the concurrence of the Board, sets forth in writing particular facts and circumstances that require the continuation of the contract

solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. The District will provide notice that a contract solicitation has been stayed either electronic mail or U.S. mail to all respondents.

#### *Resolution of Formal Written Protest*

The Executive Director, or his or her designee, shall consider and investigate all written protests in a timely manner. The District will provide an opportunity for the protestor to meet with the Executive Director, or his or her designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Executive Director shall state in writing that there was no resolution. The Executive Director will make a recommendation to the Board of Commissioners, and the Board of Commissioners will then make a final decision to either uphold the recommendation, reject the recommendation, and send it back for further action, reject all proposals, or do something other than what the Executive Director has recommended.

#### **Florida Statutory Requirements**

1. **Scrutinized Companies.** By submitting a response to this solicitation, Respondent certifies that it is in compliance with section 287.135, Florida Statutes and that it is not on this list of Scrutinized Companies that Boycott Israel and is not engaged in a boycott of Israel. For contracts for goods or services of \$1 million or more, Respondent certifies that (1) it is not on any of the following lists: Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in Iran Terrorism Sectors, or Scrutinized Companies that Boycott Israel, (2) is not engaged in a boycott of Israel and (3) it is not engaged in business operations in Cuba or Syria. Respondent acknowledges the remedies provided in subsection 287.135(5), Florida Statutes against anyone found to have submitted a false certification including civil penalties.
2. **Public Entity Crimes.** Respondent understands the requirements of sections 287.132 and 287.133, Florida Statutes certifies that it is not on the convicted vendor list for public entity crimes maintained by the Florida Department of Management Services. Respondent certifies that it is in full compliance with sections 287.132 and 287.133, Florida Statutes and will notify the District if it becomes non-compliant.
3. **E-Verify.** As required by section 448.095, Florida Statutes, consultants, contractors, subconsultants, and subcontractors for a public agency must register with and use the E-Verify system to verify the work authorization status of all new employees. By submitting a response to this solicitation, Respondent certifies that it has registered with and uses the E-Verify System to verify the work authorization status of all newly hired employees.
4. **Responsible Vendor Determination.** Respondent is hereby notified that section 287.05701 Florida Statutes provides that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

5. **Public Records.** Upon receipt, responses will be subject to disclosure under Florida Public Records laws including Chapter 119, Florida Statutes. Respondents may invoke exemptions to disclosure provided by law, in the response to the solicitation, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. However, if a request is made of the District, pursuant to Chapter 119, Florida Statute, for public disclosure of proprietary property of the respondent, the District will advise the respondent of such request and it will be the respondent's sole burden and responsibility to defend its claimed exemption. Subsection 119.071(1)(b), Florida Statutes, exempts sealed responses from inspection, examination, and duplication until such time as the District issues a notice of intended decision or within 30 days after opening the responses, whichever is earlier. This exemption is not waived by the public opening of the responses. **ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THIS SOLICITATION MAY BE DIRECTED TO THE DISTRICT'S PUBLIC RECORDS CUSTODIAN OFELIA GONZALEZ AT: 239-658-3630, EMAIL: [OFELIAGONZALEZ@IMMOKALEEWATERSEWER.COM](mailto:OFELIAGONZALEZ@IMMOKALEEWATERSEWER.COM) OR MAILING ADDRESS: 1020 SANITATION ROAD, IMMOKALEE, FL 34142.**

## **Section II. Scope of Services**

Design services will, at a minimum, include Process Engineering (with P&ID's IFD), piping design, civil/structural engineering, electrical engineering, Instrumentation & Controls, geotechnical (if needed), Construction Bid Package Preparation, project management and CEI Services. The selected consultant must be able to provide the District with full professional engineering services, which includes but is not limited to, providing the District with the following deliverables:

- a. P&ID's Issued for Design (IFD)
- b. Overall Site Plan
- c. Piping Plans, Sections, and Details
- d. Electrical/Conduit Plans including Cable Schedule
- e. Structural Plans for equipment foundations
- f. Mechanical Equipment List, Instrument List, Motor List (SS Tags req. for all Field instrumentation)
- g. Specifications Package
- h. Engineering Schedule
- i. Design Review Meeting Minutes
- j. Project Management
- k. Construction Close-Out Documentation
- l. Equipment O&M Manuals
- m. Operator Training Schedule (coordinate with vendors)
- n. Site development requirements
- o. Any other associated tasks/deliverables needed to complete the Project.

### Silence of Specifications

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

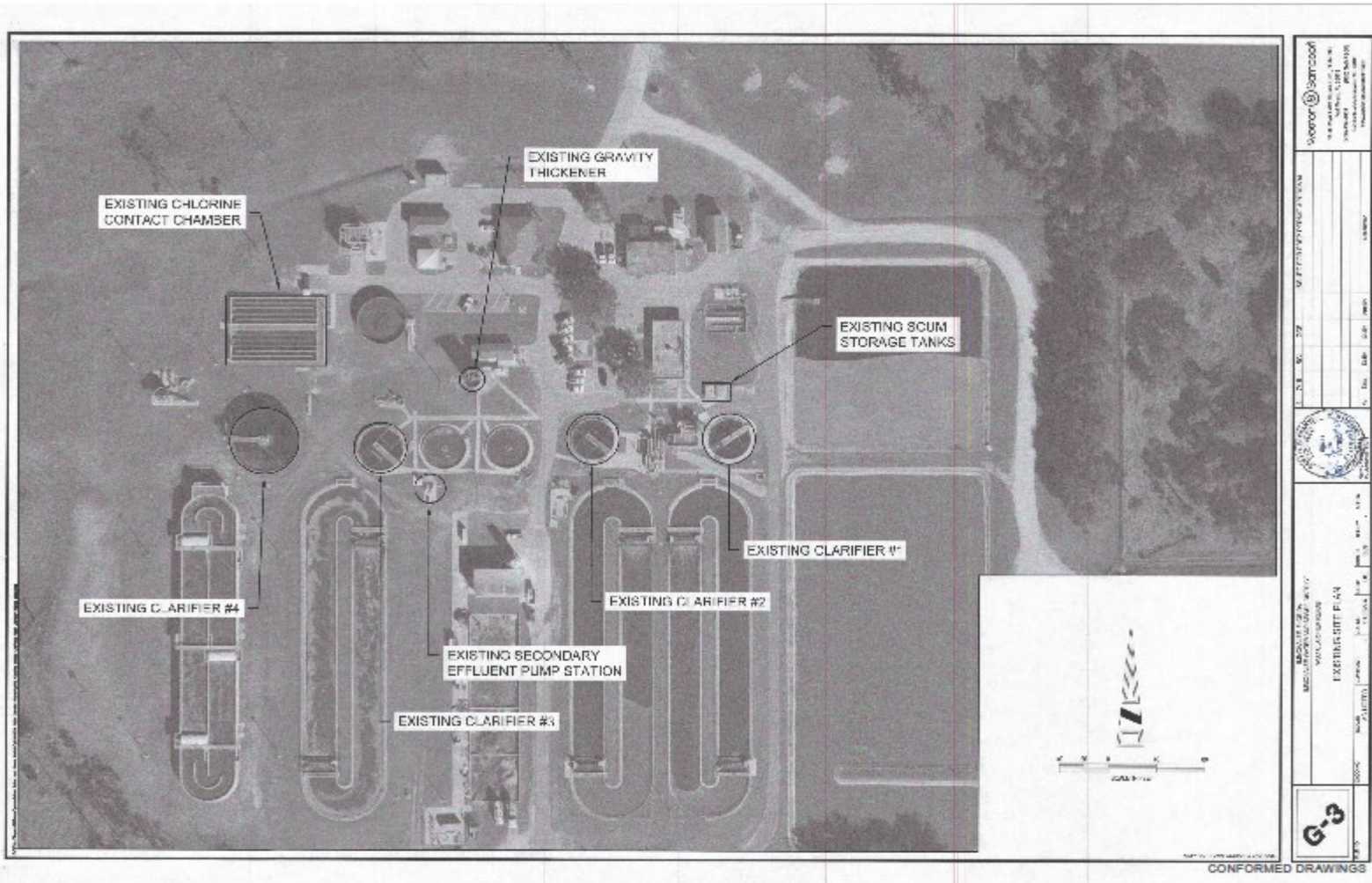
### Additional Engineering Services

The consultant may provide ancillary and engineering services in support of the project as directed by the District. The consultant will provide these additional services for a negotiated fee based on the hourly rates included in the contract. Where the extent of service cannot be readily determined in advance, services may be acquired on a time and materials basis in accordance with approved hourly rates.

### Additional Documentation

The following documents are included in this RFQ:

1. Site Plan of WWTP
2. WWTP Process Flow Diagram





**Section III. Forms to Submit with Response**

**Appendix A**

**Project Manager and Key Personnel  
for  
Professional Engineering Design Services  
for  
WWTP Reuse System**

The consultant’s proposed Project Manager, project team, and key personnel are to be indicated below. Each person must be identified with their job classification, area of expertise, employer, and work location.

<u>Person’s Name</u>	<u>Job Classification</u>	<u>Area of Expertise</u>	<u>Employer</u>	<u>Office Location</u>



Appendix C

**E-Verify Registration and Affidavit**

Section 448.095, Florida Statutes requires that Contractor register with and use the U.S. Department of Homeland Security’s E-Verify system, (<https://e-verify.uscis.gov/emp>) to verify the work authorization status of all newly hired employees hired. Additionally, Contractor shall require all subconsultants/contractors performing work under this Agreement to use the E-Verify system for its new employees. Contractor must provide evidence to the District of compliance with Section 448.095, Florida Statutes, prior to entering an Agreement with the District.

**Affidavit**

I hereby certify that Contractor does not employ, contract with, or subcontract with any unauthorized aliens, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All new employees have had their work authorization status verified through the E-Verify system.

A true and correct copy of proof of registration in the E-Verify system is attached to this Affidavit.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title, Company name

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of officer or Contractor, title of officer or Contractor) of \_\_\_\_\_ (name of Contractor company acknowledging), a \_\_\_\_\_ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name typed, printed or stamped

My Commission Expires: \_\_\_\_\_

**Appendix D**

SWORN STATEMENT PURSUANT TO 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 the Immokalee Water and Sewer District 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, nonjury 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 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 the 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 the 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 the 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 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 vendor list. **(Attach a copy of the final order.)**

I UNDERSTAND 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 THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND 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)

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ by \_\_\_\_\_ of \_\_\_\_\_ organized under the laws of the State of Florida, on behalf of the company, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC-STATE OF FLORIDA  
Name typed, printed, or stamped: \_\_\_\_\_  
My commission expires: \_\_\_\_\_