RFQ- SURVEYING AND MAPPING SERVICES

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<td>RFQ-ENG-09-03</td>
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<td>160 Cypress Point Parkway, Suite B-106</td>
<td>Continuing Service Contract for Surveying and Mapping Services</td>
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<td>Palm Coast, FL 32164</td>
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<td>Attn.: PURCHASING &amp; CONTRACTS MANAGEMENT DIVISION</td>
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<tr>
<td>Contact: Brian Rothwell</td>
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<td>Purchasing Manager</td>
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<tr>
<td>386-986-3731 - Phone</td>
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<tr>
<td>386-986-3724 - Fax</td>
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<tr>
<td><a href="mailto:brothwell@ci.palm-coast.fl.us">brothwell@ci.palm-coast.fl.us</a></td>
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| Pre-Qualification Date: | N/A |
| Pre-Qualification Time: | N/A |

| Qualification Due Date: | February 12, 2009 |
| Qualification Due Time: | 2:00 PM |

| Location of Pre-Qualification Conference: | N/A |
| City of Palm Coast City Hall | |
| 160 Cypress Point Parkway, Suite B-106 | |
| Palm Coast, FL 32164 | |

| Location of Public Opening: | |
| City of Palm Coast City Hall | |
| 160 Cypress Point Parkway, Suite B-106 | |
| Palm Coast, FL 32164 | |

| Proposer Name: | |

| Federal Employer ID Number or SS Number: | |

| Mailing Address: | |
| If returning as a "No Submittal", state reason (if so, return only this page): | |

| City, State, Zip: | |

| Type of Entity: (Circle one) | X |
| Corporation | Partnership |
| Proprietorship | Joint Venture |

| Incorporated in the State of: | |

| Telephone Number: | |
| Toll Free Telephone Number: | (800) |
| Title: | |

| Fax Number: | |

| Date: | |

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION**

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant’s submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant’s understanding of the proposed work requirements.
Section 1 – General Description of Services

In accordance with the Consultants Competitive Negotiation Act (CCNA), The City of Palm Coast is pre-qualifying firms to provide continuing services for Surveying & Mapping Services.

The City of Palm Coast is seeking professional services from a minimum of three (3) firms, with qualified staff and/or sub-consultants capable of providing typical services for activities as outlined below. In order to achieve the best possible team for the various project requirements, it is the intent of the City to have more than one firm under contract in order to provide specialized services and expertise as required. Each firm shall complement their abilities with sub-consultants as needed, depending on the specific project requirements. A copy of the current Five Year Capital Plan is attached. There is no guarantee that any or all of these projects will be completed. Other projects not included in the Five Year Capital plan but of similar scope and nature may also be conducted under this agreement. The City reserves the right to revise the Capital Improvement Plan at any time during the Contract Period.

Firms desiring to be considered for a contract to perform services described above must provide information and documentation for each of the following:

- The SURVEYOR shall provide expertise and technical skills, on an as needed basis, to assist the CITY’S staff in providing professional land surveying and mapping services to the CITY in any and all areas and programs as needed by the CITY. All services shall be provided in accordance with the requirements of Chapter 472, Florida Statutes, and the Rules of the Board of Professional Surveyors and Mappers.

- Work under the Agreement shall be assigned by Work Order based on the needs and requirements of the CITY and the SURVEYOR shall work with and receive guidance from CITY staff to develop the appropriate requirements, guidelines and criteria for each project. Additionally, along with the appropriate requirements, guidelines and criteria for each project, a precise scope of service for the particular project will be developed by the SURVEYOR and the CITY staff along with a proposed fee for the individualized scope of service for a particular Work Order. After development of all these matters, the appropriate CITY staff will issue a Work Order prior to the commencement of any work on a project.

- The SURVEYOR shall attend public hearings and meetings as appropriate and as directed by the CITY.

- The SURVEYOR shall assist in land acquisition activities as directed by the CITY.

- The SURVEYOR shall provide to the CITY the necessary services for providing professional land surveying and mapping tasks for various CITY projects.
RFQ- SURVEYING AND MAPPING SERVICES

These services will include, but not be limited to: survey location field work and data collection; file and deed research; survey plot in Auto CADD Civil 3D-2008 to be based on NAVD88 Datum; perform certified As-Built Record Drawings.

- The SURVEYOR shall provide all certifications, surveys, calculations, drawings, sketches, plats, maps, descriptions and any other documents required for special permits and authorizations from various government bodies or agencies having jurisdiction over a project.

- The SURVEYOR shall serve as an expert witness for the CITY in any legal proceedings arising in connection with this contract, if the CITY so requests. The expert witness fee for SURVEYOR shall be negotiated at the time the SURVEYOR is called for such duty.

- The SURVEYOR shall provide all related coordination of certain additional services dependent on specific project needs of the CITY in include geotechnical and environmental services.

- The SURVEYOR shall provide surveying services which will consist of performing engineering and surveying work on specific projects and/or reviewing submittals made by others for compliance with CITY and State requirements.

REVIEW SERVICES:

- Review subdivision submittal documents including sketch plan, preliminary plat and construction drawings, and final plats for compliance with the CITY’S Land Development Code, other CITY ordinance and Florida Statues. Provide written comments to the Development Review Committee, Planning Board and City Council. Attend meetings to present comments and answer questions.

- Conduct Second Party Survey certification on work performed pursuant to subdivision approval.

- Review site plan submittal documents for compliance with the CITY’S Land Development Code and other CITY Ordinances. Provide written comments to the Development Review Committee, Planning Board and City Council. Attend meeting to present comments and answer questions. Work with the applicant as required by the Project manager. Review re-submittal documents.

Time is of the essence relating to all performance with regard to all matters arising under the Agreement.
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SUMMARY BY FUNDING SOURCE
## SUMMARY BY FUNDING SOURCE

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<td>Parkway Beautification</td>
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<td>52003</td>
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<tr>
<td>Park Renovation</td>
<td>Recreation &amp; Parks</td>
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<td>General City Project Planning</td>
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<td>Training and Safety Facility</td>
<td>Fire</td>
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**Total Capital Projects Fund**

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<th>FY 00</th>
<th>FY 10</th>
<th>FY 11</th>
<th>FY 12</th>
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<td>4,035,000</td>
<td>4,375,000</td>
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<td>1,175,000</td>
<td>3,625,000</td>
<td>17,040,000</td>
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| Wellfields and Wells  | Utility   | 10,065,000 | 1,750,000 | 2,202,000 | 1,550,000 | 4,200,000 | 19,767,000 |
| Water Mains          | Utility   | 2,300,000  | 1,250,000 | 1,500,000 |        |        | 5,380,000  |
| Distribution System Improvements | Utility | 84005 | 200,000 | 200,000 | 200,000 |        | 600,000 |
| Water Treatment Plant #1 | Utility | 84002 | 540,000 |        |        |        |        |
| Water Treatment Plant #2 | Utility | 84003 | 700,000 | 2,400,000 | 1,600,000 | 300,000 | 3,000,000 |
| Water Treatment Plant #3 | Utility | 81010 |        |        |        |        | 1,400,000 |
| Utility Land Acquisition | Utility | 89012 | 100,000 | 1,000,000 | 500,000 | 400,000 | 1,100,000 |
| General Plant R & R - Water | Utility | 84004 | 500,000 | 500,000 | 500,000 | 400,000 | 2,000,000 |
| Miscellaneous Utility Services | Utility | 96002 | 210,000 | 35,000 | 35,000 | 35,000 | 350,000 |
| Wastewater Treatment Plant #1 | Utility | 82002 | 2,045,000 | 2,950,000 | 2,700,000 |        | 7,716,000 |
| Lift Stations and Pump Stations | Utility | 85003 | 4,700,000 | 655,000 | 1,500,000 | 450,000 | 1,500,000 |
| Force Mains           | Utility   | 82003   | 2,565,000 | 1,250,000 | 3,250,000 |        |        |
| Reclaimed Water       | Utility   | 82004   | 2,230,000 | 500,000 | 760,000 |        |        |
| PEP System            | Utility   | 82001   | 1,300,000 | 1,300,000 | 1,400,000 | 1,400,000 | 4,000,000 |
| Wastewater Treatment Plant #2 | Utility | 82007 | 1,450,000 | 12,000,000 | 10,000,000 |        | 23,000,000 |
| General Plant R & R - Wastewater | Utility | 85005 | 500,000 | 500,000 | 500,000 | 500,000 | 2,000,000 |
| Belle Terre Parkway 4-Laning | Engineering | 54003 | 515,000 |        |        |        | 515,000 |
| Beachside Sewer System | Utility   | 82009   | 2,500,000 | 2,080,000 | 740,000 |        | 5,280,000 |
| Coquina Coast Sea Water Desalination | Utility | 86003 | 210,000 | 2,500,000 | 424,000 |        | 3,134,000 |

**Total Utility Capital Projects Fund**

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<th>FY 11</th>
<th>FY 12</th>
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<td>7,238,000</td>
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<td>111,088,000</td>
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| Swale Rehabilitation Program | Stormwater Management | 55001 |        |        |        |        |        |
| Valley Gutters Improvements  | Stormwater Management | 55002 | 180,000 | 180,000 | 190,000 | 210,000 | 221,000 | 899,000 |
| Bridge Replacement           | Stormwater Management | 55003 | 892,000 | 920,000 | 990,000 | 1,300,000 | 1,080,000 | 4,907,000 |
| Lehigh Canal Rehabilitation  | Stormwater Management | 55004 | 525,000 |        |        |        |        | 525,000 |
| Control Structure Rehabilitation | Stormwater Management | 55005 | 440,000 | 492,000 | 404,000 | 500,000 | 335,000 | 2,425,000 |

**Total Stormwater Management Fund**

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Section 2
General Conditions, Instructions and Information for Proposers

CONTACT: All prospective Proposers are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or Palm Coast City Staff members other than the noted contact person regarding this RFQ or their Qualification at any time prior to the posting on the Web Site of the final evaluation and recommended ranking by City staff for this project. Any such contact shall be cause for rejection of your Qualification.

PUBLIC CLOSING: Qualifications shall be received at the Purchasing & Contract Management Division at the above referenced address by the specified time and date. As soon as possible thereafter the names of the Proposers shall be read aloud at the specified location. Persons with disabilities needing assistance to participate in the Public Closing should call the contact person at least 48 hours in advance of the Public Closing at 986-3731.

DELAYS: The CITY, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the CITY to do so. The CITY will notify Proposers of all changes in scheduled due dates by posting the notification in the Purchasing and Contracts Web Site.

QUALIFICATION SUBMISSION AND WITHDRAWAL: The CITY will receive Qualifications at the above address. The outside of the envelope/container must be identified with the RFQ Number and title as stated above. The envelope/container must also include the Proposer’s name and return address. Receipt of the Qualification in the Purchasing & Contracts Management Division after the time and date specified due to failure by the Proposer to provide the above information on the outside of the envelope/container shall result in the rejection of the Qualification.

Qualifications received after the specified time and date shall be returned unopened. The time and date will be scrupulously observed. The CITY will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing & Contracts Management Division shall serve as the official authority to determine lateness of any Qualification.

The CITY cautions Proposers to assure actual delivery of mailed or hand-delivered Qualifications prior to the deadline set for receiving Qualifications. Telephone confirmation of timely receipt of the Qualification may be made by calling (386) 986-3731, before the 2:00 deadline.

Proposers shall submit Five (5) COMPLETE SETS (one [1] original and 4 copies) of the complete Qualification with all supporting documentation in a sealed envelope/container marked as noted above. The Proposer may submit the Qualification in person or by mail.
Proposers may withdraw their Qualifications by notifying the CITY in writing at any time prior to the time set for the Qualification deadline. Proposers may withdraw their Qualifications in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the Qualification. Qualifications, once opened, become the property of the CITY and will not be returned to the Proposers.

No additional information may be submitted, or follow-up performed by any Proposer after the stated due date outside of a formal presentation to the Evaluation Committee.

INQUIRIES/INTERPRETATIONS: All Proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the City Purchasing & Contracts Management Division in writing prior to the due date; failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFQ documents including the attached draft agreement, shall be requested in writing, and received by the City Purchasing & Contracts Management Division at least ten (10) business days prior to the due date. The City will not be responsible for any oral instructions made by any employee(s) of the CITY in regard to this RFQ. Telephone No. 386-986-3731, Fax No. 386-986-3724. Oral statements given before the Qualification Due Date will not be binding.

ADDENDUM: Should revisions to the RFQ documents become necessary; the CITY will post addenda information on the CITY’s Web Site. All Proposers should check the CITY’s Web Site or contact the CITY’s Purchasing & Contracts Management Division at least seven (7) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the Qualification as unresponsive. Proposer shall sign, date, and return the latest addendum with their Qualification. Previous addenda will be deemed received.

Addenda information will be posted on the CITY’s Web Site at www.ci.palm-coast.fl.us/government/departments/purchasing. It is the sole responsibility of the Proposer to ensure he/she obtains information related to Addenda.

SELECTION PROCESS AND AWARD: All Qualifications will be evaluated by City staff in accordance with the criteria set forth in the RFQ documents. The City may conduct interviews/presentations as part of the evaluation process. The City will not be liable for any costs incurred by the Proposer in connection with such presentations.

The CITY anticipates award to the Proposer who submits the Qualification judged by the CITY to be the most advantageous and offers the best value to the City. The Proposer(s) understands that this RFQ does not constitute an agreement or a contract with the Proposer. The CITY reserves the right to reject all Qualifications, to waive any formalities, and to solicit and re-advertise for new Qualifications, or to abandon the project in its entirety.

QUALIFICATION PREPARATION COSTS: Neither the CITY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Proposers should prepare their Qualifications simply and economically,
providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ.

**ACCURACY OF QUALIFICATION INFORMATION:** Any Proposer which submits in its Qualification to the CITY any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

**INSURANCE:** Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the Qualification and rescission of any ensuing contract. **Copy of the insurance certificate shall be furnished to the City prior to final execution of the Contract.**

**LICENSES:** Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of submittal of RFQ. Should the Proposer not be fully licensed and certified, its Qualification shall be rejected. Any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, City, City, etc., are the responsibility of the Proposer.

**POSTING OF QUALIFICATION AWARD:** Recommendation for award will be posted for review by interested parties at the Purchasing & Contracts Management Division bulletin board and the City’s Web Page (www.ci.palm-coast.fl.us/government/departments/purchasing) prior to submission through the appropriate approval process. Failure to file protest to the Purchasing Manager within the time prescribed in the CITY's Purchasing & Contracts Management Division Procedures shall constitute a waiver of proceedings.

**PUBLIC RECORDS:** Upon award recommendation or ten (10) days after receiving, Qualifications become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFQ, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

**PROHIBITION AGAINST CONTINGENT FEES:** It shall be unethical for a person to be retained, or to retain any company or person, other than a bonafide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the SERVICE PROVIDER, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the CITY shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.
ACCEPTANCE / REJECTION: City of Palm Coast reserves the right to accept or reject any or all Qualifications and to make the award to those Proposers, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. City of Palm Coast also reserves the right to reject the Qualification of any vendor 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 City's opinion, is not in a position to perform properly under this award. City of Palm Coast reserves the right to inspect all facilities of Proposers in order to make a determination as to the foregoing. City of Palm Coast reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

EQUIVALENT MATERIALS AND EQUIPMENT. Whenever Materials or Equipment are specified or described in the Specifications by using the name of a proprietary item or the name of a particular Supplier, the naming of the item is intended to establish the type, function and quality required. Unless the name is followed by words indicating that no substitution is permitted, Materials or Equipment of other Suppliers may be accepted by the City if sufficient information is submitted by Applicant to allow the City to determine that the material or Equipment proposed is equivalent to that named.

Requests for review of substitute items of material and Equipment will not be accepted by City from anyone other than Applicant. If Applicant wishes to furnish or use a substitute item of material or Equipment Applicant shall indicate this action within this solicitation, make written application to City for acceptance thereof, certifying that the proposed substitute will perform adequately the functions called for by the general design, be similar and of equal substance to that specified and be suited to the same use and capable of performing the same function as that specified.

All variations of the proposed substitute from that specified shall be identified in the solicitation and the Applicant is responsible for any expense incurred by the City from evaluation and acceptance of the proposed substitute, including claims of other Applicants affected by the resulting substitute, all of which will be considered by the City in evaluating the proposed substitute. City may require Applicant to furnish, at Applicant's expense, additional data about the proposed substitute.

City shall be the sole judge of acceptability, and no substitute shall be ordered without City's acceptance. However, CITY reserves the right to reject any proposed substitute which would result in an increase in Contract Price and CITY may require Applicant to furnish at Applicant's expense a special performance guarantee or other Surety with respect to any substitute. If approval is given, Applicant shall not be excused from performing in conformity with the requirements of the Contract Documents.

Applicant assumes sole responsibility for verifying that the proposed substitute items are in accordance with the requirements of the Contract Documents, and that the specifications and all other features of substitute items are suitable for their intended purpose.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, only the terms and conditions in this document shall apply: No additional terms and conditions included with the Qualification response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are
inapplicable to this Qualification if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Qualification Documents are the only conditions applicable to this Qualification and the Proposer's authorized signature on the Qualification Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

**TECHNICAL ACCEPTABILITY OF TRADE NAME PROPOSED:** If offering other than the trade name specified, explain in detail the differences between the equipment proposed and the equipment specified. Also explain what impact may be anticipated in performance of the equipment. These explanations must be provided on specification sheet or on company letterhead, and attached to your Qualification. The City will determine if the brands offered are technically acceptable. Failure to comply may result in disqualification of your Qualification. All exceptions shall be stated no matter how seemingly minor. Any exceptions not taken shall be assumed by the purchaser to be included in the Qualification, regardless of the cost to the Proposer.

**DELIVERY:** Delivery will be determined by City of Palm Coast.

**PURCHASING CODE:** The Purchasing & Contracts Management Division Procedures apply in its entirety with respect to this RFQ.

**AFFIRMATION:** By submission of a Qualification, Proposer affirms that his/her Qualification is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a Qualification for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this Request for Qualification and the resulting contract.

**MISTAKES IN QUALIFICATION:** Proposers are expected to examine the terms and conditions, specifications, delivery schedule, Qualification prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at Proposer's risk. In the event of extension error(s), the unit price will prevail and the Proposer's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition errors(s), the unit price, and extension thereof, will prevail and the Proposer's total offer will be corrected accordingly. Qualifications having erasures or corrections must be initialed in ink by the Proposer.

**DISQUALIFICATION OF PROPOSER:** More than one Qualification from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in more than one Qualification submittal will be cause for rejection of all Qualifications in which such Proposers are believed to be involved. Any or all Qualifications will be rejected if there is reason to believe that collusion exists between Proposers. Qualifications in which the prices obviously are unbalanced will be subject to rejection.

**QUANTITIES:** City of Palm Coast will not be held to any maximum or minimum purchase quantities as a result of this solicitation and/or resulting contract. City of Palm Coast reserves the right to purchase any; all, or none, of its requirements from vendors.
awarded a contract as a result of this Request for Qualifications. All quantities as shown are approximate and no guarantee is made that any materials will be purchased.

**GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this Qualification prior to their delivery, it shall be the responsibility of the Proposer to notify the Purchasing & Contracts Management Division at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

**PATENTS AND COPYRIGHTS:** The Proposer, without exemption, shall indemnify and save harmless, the City, its employees and/or any of its Board Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Proposer. Further, if such a claim is made, or is pending, the Proposer may, at its option and expense, procure for the City the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the City agrees to return the article on request to the Proposer and receive reimbursement. If the Proposer used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the Qualification prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES:** All Proposers submitting a response to this Request for Qualifications agree that such response also constitutes a Qualification to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this Qualification, should the Proposer feel it is in their best interest to do so.

Each governmental agency desiring to accept these Qualifications, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this Qualification.

This agreement in no way restricts or interferes with the right of any governmental agency to re-Qualification any or all items.

**ADVERTISING:** In submitting a Qualification, Proposer agrees not to use the results there from as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the City.

**PRICE REDETERMINATION - FUEL**

The Contractor may petition the Director of Purchasing and Contracts for price re-determination if/when the price of fuel increases by a minimum of ten (10%) percent. Any price re-
determination will be solely based upon changes as documented by the Producer Price Index (PPI) for the commodity “Gasoline - WPU0571” or “#2 diesel fuel - WPU057303” as published by the Bureau of Labor Statistics, which can be found on-line at http://stats.bls.gov. The base index number will be the month of the due date of the solicitation. Subtracting the base index number from the current index number and dividing the result by the base index number calculates the maximum percentage increase allowed. Any price re-determination will include all items awarded. If the City and the bidder cannot agree on any price re-determination, then the contract will expire. Vendors shall provide documentation to illustrate what percentage of the price is related to fuel, as the increase shall be calculated based upon the percentage of the cost associated to the cost of fuel (see example below). Failure to provide the detailed cost analysis with each request for a price re-determination due to fuel price escalation shall preclude any price re-determination due to fuel costs.

Example:

- Fourteen (14%) percent of the cost to provide product/service is attributed to the cost of fuel.
- PPI in the month the solicitation closed was $158.73
- Current PPI is $264.52
- $105.79 divided by $158.73 = .666%
- The unit cost of the service is $100.00
- 14% of $100.00 = $14.00
- $14.00 x .666 = $9.32
- New unit price for the product/service is $109.32

If the City Council grants an increase in the contract price based upon increases in gasoline and/or diesel prices, then the City may also adjust the contract price downward if the cost of gasoline and/or diesel decreases by ten percent (10%) or more from the date of the last increase in the contract price.

This clause may be used in addition to any other price re-determination clause in this invitation.

If the City and the bidder cannot agree on any price re-determination, then the contract will expire without prejudice thirty (30) days after the impasse is reached.

**SUB-CONSULTANT(S)**

A Sub-consultant is an individual or firm contracted by the Proposer or Proposer’s firm to assist in the performance of services required under this RFQ. A Sub-Consultant shall be paid through Proposer or Proposer’s firm and not paid directly by the City. Sub-Consultants are allowed by the City in the performance of their services delineated within this RFQ. Proposer must clearly reflect in its Response the major Sub-Consultants to be utilized in the performance of required services. The City retains the right to accept or reject any Sub-Consultant proposed in the Response of Successful Proposer(s) or proposed prior to contract execution. Any and all liabilities regarding the use of a Sub-consultant shall be borne solely by the Successful Proposer(s) and insurance for each Sub-Consultant must be maintained in good standing and approved by the City throughout the duration of the Agreement. Neither the Successful Proposer(s) nor any of its Sub-consultants are considered to be employees or agents of the City. Failure to list all major Sub-Consultants and provide the required
information may disqualify any proposed Sub-Consultants from performing work under this RFQ.

Proposers shall include in their Responses the requested Sub-Consultant information and include all relevant information required of the Proposer.

**NON-APPROPRIATION OF FUNDS**

In the event that insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for this Project, then the City, shall have the unqualified right to terminate the Work Order(s) or Agreement upon written notice to the Consultant, without any penalty or expense to the City. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).
Section 3 –
Instructions for the preparation of Qualifications

The Proposer(s) warrants its response to this Request for Qualifications to be fully disclosed and correct. The firm must submit a response complying with this RFQ, and the information, documents and material submitted in the RFQ must be complete and accurate in all material aspects. All RFQ’s must contain direct responses to the following questions or requests for information and be organized so that specific questions being responded to are readily identifiable and in the same sequence as outlined below.

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFQ. Proposers are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Proposer. Failure to provide requested information may result in disqualification of response.

The RFQ must be submitted on 8 1/2” x 11” paper, numbered, typewritten, with headings, sections, and sub-sections identified appropriately.

Qualification Packages shall be designed to portray to the City how the Respondent’s range of services can best achieve the anticipated Scope of Services. In order for the City to evaluate the Qualification Packages, each Respondent shall provide information relative to their ability to provide services that will best meet the needs of the City. The required submission materials shall include the following:

I. Letter of Interest

II. Firm’s Qualifications

- Professional qualifications of firm
- Professional qualifications of specific individuals assigned to the City of Palm Coast
- List of project assignments performed in the last 5 years.
- List of present and projected workload.
- Regional map of firm’s office location(s) within in the State of Florida.
- Regional map of sub-consultants or other professionals committed to supporting your firm in completing surveying and mapping work.

III. Firm’s ClientReferences

- List of at least three (3) client references to include organization name, contact person, telephone number(s), and e-mail address.

V. Attachments: Please include the required documentation as follows:

Attachment A: Licenses/Certificates
Section 4 –
Evaluation of Qualifications

Qualification packages will be reviewed and evaluated by a Selection Committee and a short-list of qualified firms may be invited to make a formal presentation. The qualification packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

A. Compliance with RFQ Instructions (0 to 5 points)
   The proposals will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification. This will be graded on a 0 – 5 scale.

B. Experience with Similar Projects and City of Palm Coast (0 to 25 points)
   The proposal will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for the City and other city, county, state or federal agencies will be considered. If the evaluator is Unfamiliar with the firm under consideration, or if the firm has no experience working With City of Palm Coast, the evaluator should give 13 points in this category. Thirteen is considered to be a neutral number. If the firm has experience in the City, and you have direct and first hand knowledge of that experience, then rank more or less than 13 depending on whether their performance was less than average or better than average. This will be graded on a 0 – 25 scale.

C. Staff Qualifications and Firm Background (0 to 20 points)
   The proposals will be evaluated on the basis of the consultant's demonstrated staff qualifications, which must include a Professional Surveying and Mapping licensed in the State of Florida. Also, the proposal will be evaluated on the basis of the consultant’s background, including the number of years in business. This will be graded on a 0 – 20 scale.

D. Project Approach (0 to 20 points)
   The proposal will be evaluated on the consultant’s approach, capabilities, and methods in performing their project services. This will be graded on a 0 – 20 scale.

E. Quality Control (0 to 10 points)
   The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner. This will be graded on a 0 – 10 scale.

F. Schedule and Availability (0 to 10 points)
   The projected resource availability will be evaluated in the choice of the consultants,
although City of Palm Coast understands that the actual beginning and completion dates of projects are subject to the notice to proceed. A firm’s close proximity to City of Palm Coast would be important to availability. This will be graded on a 0 – 10 scale.

G. Location of Office (0 to 10 points)

Location of the office serving (City of Palm Coast 10 Points; Flagler County – 8 Points; 75 miles away – 5 Points; 125 miles away – 3 points. This will be graded on a 0 – 10 scale.

G. References (0 to 5 points)

To avoid duplication, the Director, or his designee, will contact and rank references. This will be graded on a 0 – 5 scale.

Information supplied by client references may be used in determining the relative merits of a Respondent under any and all of the above-listed criteria. Based on the preliminary scoring of the written proposals, the Evaluation Team will shortlist the top 3 to 10 firms and may invite those firms to make a presentation. The number of firms shortlisted will be at the discretion of the Evaluation Team.

Evaluation Committee members will individually score each responsive and responsible RFP using the criteria above. Total score for each Response will be tabulated for each Evaluation Committee member. Using those scores, each Response will be ranked. The highest overall score will receive a ranking of one (1), the second highest score will receive a ranking of two (2) and so forth. The ranking of each Response by the Committee members will be totaled and the Response with the lowest total ranking score will be the top ranked Response, the Response with the second lowest score will be ranked second, and so forth. Firms shortlisted and if requested to make a presentation to the Evaluation Team will be contacted and a mutually convenient time will be arranged. Following the presentations, the Evaluation Team will rank the shortlisted firms based on the criteria listed above, considering both the written proposal and presentation.

SELECTION PROCEDURES & CONTRACT NEGOTIATIONS

The criteria for selection shall be based on the criteria listed above, including the firm’s qualifications, location, past performance, and reference check. The City reserves the right, before awarding the contract, to require a Respondent to submit such evidence of its qualifications, as the City may deem necessary. The City shall be the sole judge of the competency of Respondents.

All Respondents shall be notified via electronic or other means of staff’s recommended ranking of firms to the City Commission. The recommended firms will be submitted to the City Council along with information on the entire procurement process.

The successful Respondent shall be required to execute an agreement which provides, among other things, that all plans, drawings, reports, and specifications that result from Respondent’s services shall become the property of the City. Upon the successful negotiation of an agreement, a formal contract will be prepared and submitted to the City Commission for approval, and subsequent executed by both parties.

NEGOTIATION AND FEE SCHEDULE:
RFQ- SURVEYING AND MAPPING SERVICES

A “Fee Schedule” will be negotiated and agreed upon at the time of execution of each agreement and will be part of each contract. All payments, fees, reimbursements, and costs will be based on the fee schedule established for the successful Proposer(s). The Fee Schedule will designate the hourly rate/unit rates for each staff member with their name and/or position title specified. The fee schedule may not be deviated from without the prior consent of the City Manager.

Selection of firm to perform tasks within the Project scope. To assign tasks within the Project (the CIP) or projects similar in nature, the City will request Statements of Qualification for a specific work scope(s) from the successful firm(s). The Statements of Qualification will detail the services required to complete the work scope(s). Other factors such as meeting project schedule, firm’s capability in the type of service requested, and past performance will be considered. The number one ranked firm will be requested to negotiate a price for the services required. If the City is unable to negotiate with the number one ranked firm, the City will go to the next ranked firm, and so on if necessary. For design scopes where the anticipated construction costs will be less than $1,000,000.00, the City may not necessarily request additional Statements of Qualification but assign the task to the firm the City feels to be the most qualified based on previous experience or knowledge.

The successful firm(s) will be paid no more frequently than on a monthly basis, upon receipt of a valid invoice or statement.

CONFIDENTIAL MATERIALS: Any materials that qualify as “trade secrets” shall be segregated, clearly labeled and accompanied by an executed Non-Disclosure Agreement for Confidential Materials shall be submitted in this section.

CONSULTANTS’ COMPETITIVE NEGOTIATIONS ACT (CCNA): This procurement is made in accordance with the provisions of Chapter 287.055, Laws of Florida, known as the Consultants’ Competitive Negotiations Act.

The attached Draft Contract is representative of the Contract the successful Respondent will be required to execute. To meet the needs of the City, this Agreement may be revised during the negotiations with the top-ranked firm.
Section 5
Qualification

PROJECT: Surveying and Mapping Services

CITY CONTRACT NO. RFQ-ENG-09-03

Name of Proposer: __________________________________________________________
Mailing Address: __________________________________________________________
Street Address: ____________________________________________________________
City/State/Zip: _____________________________________________________________
Phone Number: (_____) ________________________________
FAX Number: (_____) _________________________________________________

Pursuant to and in compliance with the Request for Qualifications, Instructions to Proposers, and the other documents relating thereto, the undersigned Proposer, having familiarized himself with the terms of the Contract Documents, local conditions affecting the performance of the Work, and the cost of the Work at the places where the Work is to be done, hereby proposes and agrees to perform the Work and complete in a workmanlike manner, all of the Work required in connection with the required services, all in strict conformity Contract Documents, including Addenda Nos. __________ through __________, on file at the Purchasing & Contracts Management Division for the amount hereinafter set forth.

The undersigned, as Proposer, declares that the only persons or parties interested in this Qualification as principals are those named herein; that this Qualification is made without collusion with any person, firm or corporation; and he proposes and agrees, if the Qualification is accepted, that he/she will execute an Agreement with the CITY in the form set forth in the Contract Documents; that he/she will furnish Insurance Certificates, that he is aware that failure to properly comply with the requirements set out in the "Instructions to Proposers" and elsewhere in the Contract Documents may result in a finding that the Proposer is non-responsive.
IN WITNESS WHEREOF, PROPOSER has hereunto executed this FORM this _________ day of ______________, 20_____.

______________________________  _____________________________
(Name of PROPOSER)    (Signature of person signing FORM)

___________________________________
(Printed name of person signing FORM)

___________________________________
(Title of person signing FORM)
Attachment A

PROPOSER’S CERTIFICATION

I have carefully examined the Request for Qualification, Instructions to Proposers, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the goods or services specified in the Request for Qualification at the prices, rates or discounts quoted in my Qualification. I agree that my Qualification will remain firm for a period of up to one hundred twenty (120) days in order to allow the City adequate time to evaluate the Qualifications.

I agree to abide by all conditions of this Qualification and understand that a background investigation may be conducted by the City of Palm Coast Sheriff’s Department prior to award.

I certify that all information contained in this Qualification is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Qualification on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this Qualification is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Qualification for the same product or service; no officer, employee or agent of the City of Palm Coast Government or of any other Proposer interested in said Qualification; and that the undersigned executed this Proposer’s Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of Business

By:

______________________________
Signature

______________________________
Name & Title, Typed or Printed

______________________________
Mailing Address

______________________________
City, State, Zip Code

( ) _____________________
Telephone Number

Sworn to and subscribed before me

This ___________________ day of

______________________________
Signature of Notary

Notary Public, State of ________________

Personally Known

-OR-

Produced Identification ________________

Type: _______________________________
Attachment B
Conflict of Interest Statement

STATE OF FLORIDA

CITY OF ____________________

Before me, the undersigned authority, personally appeared ____________________________________________, who was duly sworn, deposes, and states:

1. I am the ___________________________ of __________________________________ with a local office in ______________________ and principal office in ________________________________.

2. The above named entity is submitting an Expression of Interest for the City of Palm Coast project described as RFQ-ENG-09-03 Surveying and Mapping Services

3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.

4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.

5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.

6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.

7. Neither the entity, nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Palm Coast.

9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Palm Coast.

10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Palm Coast in writing.

DATED this ___________________ day of ________________________________, 20______.

_________________________________________________ Typed

Name of Affiant

___________________________________________

Title

Sworn to and subscribed before me this ___________ day of ______________________, 20______.

Personally known_____________________________ __________________________________________

OR Produced identification___________________ Notary Public - State of ______________________

___________________________________________            My commission expires_______________________

(Printed typed or stamped
commissioned name of notary public)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION
Upon award recommendation or ten (10) days after receiving, submittals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm’s credit data to City of Palm Coast.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company’s documents.

Company Name: _______________________________________________________

Authorized representative (printed): ________________________________________

Authorized representative (signature): _______________________________________

Date: ______________________________

Project Number: RFQ-ENG-09-06 Surveying and Mapping Services

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION
Attachment D
Drug-Free Work Place Form

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that _______________________ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Qualification, the employee will propose by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION
Attachment E

AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR’s acts or omissions in connection with the ADA.

CONTRACTOR: __________________________________________
Signature: ________________________________________________
Printed Name: ____________________________________________
Title: ____________________________________________________
Date: ____________________________________________________

Affix Corporate Seal

STATE OF )
COUNTY OF ) ss

The foregoing instrument was acknowledged before me this ___________ day of ______________, 20__, by ________________________________ of __________________, 20__, 20__, by ________________________________ of ________________________________ firm), on behalf of the firm. He/She is personally known to me or has produced ________________________________ identification.

Print Name _______________________________________________
Notary Public in and for the County and State Aforementioned

My commission expires: _________________________________

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID
### Attachment F

**Request for Taxpayer Identification Number and Certification (W-9 Form)**

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<td>Check appropriate box:</td>
<td>Individual/sole proprietor</td>
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<tr>
<td>Address (number, street, and city or other relevant information)</td>
<td>Requester's name and address (optional)</td>
<td></td>
</tr>
<tr>
<td>City, state, and ZIP code</td>
<td></td>
<td></td>
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<tr>
<td>List account numbers (if any)</td>
<td></td>
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</tr>
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</table>

### Part I

**Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name print on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, use the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II

**Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued), and
2. I am not subject to backup withholding because (a) I am not required to file an information return with the IRS, (b) I have not elected to be treated as anmitter, and (c) I am not a U.S. person as defined in Form W-8.

**Certification instructions.** You must cross out item 2 above if you have not been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 3 does not apply.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest paid, or payments to your account. If the TIN is not correct, you may be subject to backup withholding. For more information, see Form W-8 and the instructions on page 3.

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Self-certification**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest paid, or payments to your account. If the TIN is not correct, you may be subject to backup withholding. For more information, see Form W-8 and the instructions on page 3.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of any State of the United States.
- An estate that is a foreign estate.
- A cash basis taxpayer (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partner's share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.
CITY OF PALM COAST
SERVICES AGREEMENT FOR
SURVEYING AND MAPPING Services With ______________________
(REQUEST FOR QUALIFICATION (ENG)-09-03)

THIS AGREEMENT made and entered into the «Council_Day» day of «Council_Month», «Council_Year» by and between the:

City of Palm Coast, Florida
2 Commerce Boulevard
Palm Coast, Florida 32135

a municipal corporation of the State of Florida, holding tax exempt status, hereinafter referred to as the “City,” and:

«Contractor»
«Contractor_Street_Address»
«CityStateZip»

a corporation, authorized to do business in the State of Florida, hereinafter referred to as the “Contractor”.

The City and the Contractor are collectively referred to herein as the “parties”.

WITNESSETH:

WHEREAS, the City desires to retain the Contractor for the work identified in the Request For Qualifications (RFQ) and description of services outlined in Exhibit A; and

WHEREAS, the City desires to employ the Contractor for the performance to support the activities, programs, and projects of the City upon the terms and conditions hereinafter set forth, and the Contractor is desirous of performing and providing such services upon said terms and conditions; and

WHEREAS, the Contractor hereby warrants and represents to the City that it is competent and otherwise able to provide professional and high quality services to the City; and

WHEREAS, all submissions submitted by the Contractor in the Qualifications/RFQ submitted to the City are hereby incorporated to the extent not inconsistent with the terms and conditions as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by and between the parties hereto as follows:
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SECTION 1: DEFINITIONS.

Ad valorem - In proportion to the estimated value of the goods taxed.

Agreement – This document and all subsequent Work Orders between the City and Contractor. Each Exhibit, as identified below, even if not physically attached, shall be treated as if they were part of this Agreement. The effective date of this Agreement is the date City Council approves the selection of the Contractor.

Billing Period – The period of time between project commencement to the close of the current period, (inclusive); or from the close of the previous billing period, (exclusive), to the close of the current period, usually concurrent with the month. In no case shall this period be less than one calendar month except for the final Billing Period.

Bona Fide - Made or carried out in good faith; sincere.

City – The City of Palm Coast, a municipal corporation of the State of Florida holding tax exempt status.

Contractor - To include all principals of the Contractor including, but not limited to, full and part time employees, professional or otherwise, and all other agents employed by or for Contractor to perform its obligations hereunder.

Description of Services - Shall be written in paragraph form reasonably describing those services the City can expect the Contractor to provide. The description shall be written in such a manner that the type of service is clearly provided, but broad enough that all services reasonably expected of the Contractor, including services provided by partners, subcontractors, and other supporting professionals, can be provided to the City.

Designated Representative – A person who administers, reviews, and coordinates the provision of services. This definition applies equally to the City and to the Contractor.

Exhibit A - Description of Services
Exhibit B - Certificate of Liability Insurance
Exhibit C - Draft City Work Order Form
Exhibit D - ADA Form
Exhibit E - Price Schedule
Exhibit F - Business Tax Receipt – (City of Palm Coast)
Exhibit G - W-9

Force Majeure - Force Majeure shall include, but not be limited to, hostility, revolution, civil commotion, strike, epidemic, fire, flood, wind, earthquake, explosion, any law, proclamation, regulation, or ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause whether or not enumerated in this Agreement is beyond the control and without the fault or negligence of the party seeking relief under this Agreement.

Law - Said phrase shall include statutes, codes, rules, and regulations of whatsoever type or nature enacted or adopted by a governmental entity of competent jurisdiction.

Pari Materia – of the same matter; on the same subject. Laws pari materia must be construed with reference to each other/together when related to the same matter or subject. The provisions of a contract/agreement are to be construed together with no isolated construction of a particular provision such that it would defeat the overall intent of the contract/agreement.
Submittals – Any item required by this agreement that the Contractor must provide the City either for inclusion as part of this agreement or not.

Type of Service – Surveying and Mapping Services of a professional nature in accordance with the controlling provisions of law,

Work Order - A detailed description of quantities, services, and a completion schedule provided issued by the City on it's approved form which, on occasion, may contain documents published on Contractor letterhead describing all work associated with the service to be provided by the Contractor to the City for an agreed price referencing this Agreement by title and date.

SECTION 2: CAPTIONS.

The Section headings and captions of this Agreement are for convenience and reference only and in no way define, limit, describe the scope or intent of this Agreement or any part thereof, or in any way affect this Agreement or construe any provision of this Agreement.

SECTION 3: EXTENT OF AGREEMENT/INTEGRATION/AMENDMENT.

(a). This Agreement, together with the Exhibits, constitutes the entire integrated Agreement between the City and the Contractor and supersedes all prior written or oral understandings in connection therewith. This Agreement, and all the terms and provisions contained herein, including without limitation the Exhibits attached, constitute the full and complete agreement between the parties hereto to the date hereof, and supersedes and controls over any and all prior agreements, understandings, representations, correspondence, and statements, whether written or oral.

(b). This Agreement may only be amended, supplemented, or modified by a formal written amendment.

(c). Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties.

(d). The Exhibits made part of this Agreement are as follows:

Exhibit A - Description of Services
Exhibit B - Certificate of Liability Insurance
Exhibit C - Draft City Work Order Form
Exhibit D - ADA Form
Exhibit E - Price Schedule
Exhibit F - Business Tax Receipt – (City of Palm Coast)
Exhibit G - W-9

SECTION 4: NO GENERAL CITY OBLIGATION.

(a). In no event shall any obligation of the City under this Agreement be or constitute a general obligation or indebtedness of the City, a pledge of the ad valorem taxing power of the City or a general obligation or indebtedness of the City within the meaning of the Constitution of the State of Florida or any other applicable laws, but shall be payable solely from legally available revenues and funds.

(b). The Contractor shall not have the right to compel the exercise of the ad valorem taxing power of the City.
SECTION 5: CONTRACTOR UNDERSTANDING OF SERVICES REQUIRED.

(a) Execution of this Agreement by the Contractor is a representation that the Contractor is familiar with local conditions and with the services to be performed. The Contractor shall make no claim for additional time or money based upon its failure to comply with this Agreement. The Contractor has informed the City, and hereby represents to the City, that it has extensive experience in performing and providing the services and/or goods described in this Agreement and to be identified in the Work Orders, and that it is well acquainted with the components that are properly and customarily included within such projects and the requirements of laws, ordinances, rules, regulations, or orders of any public authority or licensing entity having jurisdiction over City Projects. Execution of a Work Order shall be an affirmative and irrefutable representation by the Contractor to the City that the Contractor is fully familiar with any and all requisite work conditions of the provisions of the services.

(b) The recitals herein are true and correct and form and constitute a material part of this Agreement upon which the parties have relied.

(c) It is agreed that nothing herein contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the parties, or as constituting the Contractor (including, but not limited to, its officers, employees, and agents) the agent, representative, or employee of the City for any purpose, or in any manner, whatsoever. The Contractor is to be and shall remain forever an independent Contractor with respect to all services performed under this Agreement.

(d) Persons employed by the Contractor in the provision and performance of the services and functions pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to the City’s officers and employees either by operation of law or by the City.

SECTION 6: GENERAL PROVISIONS.

(a) Each party hereto represents to the other that it has undertaken all necessary actions to execute this Agreement, and that it has the legal authority to enter into this Agreement, and to undertake all obligations imposed on it. The person(s) executing this Agreement for the Contractor certifies/certify that he/she/they is/are authorized to bind the Contractor fully to the terms of this Agreement.

(b) This Agreement is for services pertaining to various surveying and mapping related services needed for the City’s operations as set forth herein and as otherwise directed by the City to include all labor and materials that may be required.

(c) The Contractor acknowledges that the City may retain other Contractor to provide the same types of services for City projects. The City reserves the right to select which Contractor shall provide services for City projects.

(d) The Contractor acknowledges that the City has retained other Contractors and the coordination between said Contractors and the Contractor may be necessary from time to time for the successful completion of each Work Order. The Contractor agrees to provide such coordination as necessary within the Scope of Services as contained in Section 12; Description of Services.
(e). The Contractor agrees to provide and ensure coordination between goods/services providers.

(f). Time is of the essence of the lawful performance of the duties and obligations contained in this Agreement to include, but not be limited to, each Work Order. The parties covenant and agree that they shall diligently and expeditiously pursue their respective obligations set forth in this Agreement and each Work Order.

(g). Contractor shall maintain an adequate and competent staff or professionally qualified persons throughout the performance of this Agreement to ensure acceptable and timely completion of each Work Order.

(h). Requirements for signing and sealing plans, reports, and documents prepared by the Contractor shall be governed by the laws and regulations of Flagler County and State Regulatory agencies.

(i). The Contractor hereby guarantees the City that all material, supplies, services, and equipment as listed on a Purchase Order meet the requirements, specifications, and standards as provided for under the Federal Occupations Safety and Health Act of 1970, from time to time amended and in force on the date hereof.

(j). No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

SECTION 7: CODES AND DESIGN STANDARDS.

(a). All the services to be provided or performed by the Contractor shall in the minimum be in conformance with commonly accepted industry and professional codes and standards, standards of the City, and the laws of any Federal, State, or local regulatory agencies.

(b). The Contractor shall be responsible for keeping apprised of any changing laws applicable to the services to be performed under this Agreement.

SECTION 8: SUBCONTRACTORS.

(a). Any Contractor proposed subcontractor shall be submitted to the City for written approval prior to the Contractor entering into a subcontract. Subcontractor information shall include, but not be limited to, State registrations, business address, occupational license tax proof of payment, and insurance certifications.

(b). The Contractor shall coordinate the provision of services and work product of any City approved subcontractor and remain fully responsible for such services and work under the terms of this Agreement.

(c). Any subcontract shall be in writing and shall incorporate this Agreement and require the subcontractors to assume performance of the Contractor duties commensurately with the Contractor’s duties to the City under this Agreement, it being understood that nothing herein shall in any way relieve the Contractor from any of its duties under this Agreement. The Contractor shall provide the City with executed copies of all subcontracts.
SECTION 9: ASSIGNABILITY.

The Contractor shall not sublet, assign, or transfer any interest in this Agreement, or claims for the money due or to become due out of this Agreement to a bank, trust company, or other financial institution without written City approval. When approved by the City, written notice of such assignment or transfer shall be furnished promptly to the City.

SECTION 10: COMMENCEMENT / IMPLEMENTATION SCHEDULE OF AGREEMENT.

(a). The Contractor shall commence the provision of services as described in this Agreement immediately upon execution of this Agreement.

(b). The Contractor and the City agree to make every effort to adhere to the schedules established for the various Work Orders as described in each Work Order. However, if the Contractor is delayed at any time in the provision of services by any act or omission of the City, or of any employee of the City, or by any other Contractor employed by the City, or by changes ordered by the City, or by strikes, lockouts, fire, unusual delay in transportation, unavoidable casualties, or any other causes of Force Majeure not resulting from the inactions or actions of the Contractor and beyond the Contractor's control which would not reasonably be expected to occur in connection with or during performance or provision of the services, or by delay authorized by the City pending a decision, or by any cause which the City shall decide to justify the delay, the time of completion shall be extended for such reasonable time as the City may decide in its sole and absolute discretion. It is further expressly understood and agreed that the Contractor shall not be entitled to any damages or compensation, or be reimbursed for any losses on account of any delay or delays resulting from any of the aforesaid causes or any other cause whatsoever.

SECTION 11: LENGTH OF AGREEMENT.

(a). The term of this Contract is three (3) year commencing on the date of full execution of this Contract by the parties.

(b). The CONTRACTOR services shall begin upon written notification to proceed by the CITY.

(c). CONTRACTOR services shall be on a work order basis and may include matters such as serving as an expert witness.

(d). Subsequent to the conclusion of the initial three (3) year term, this Contract may be renewed for one (1) each year for total of an additional two (2) years. Should the CITY wish to not have this Contract renewed for any year, the CITY shall provide written notice to the CONTRACTOR ninety (90) days prior to the ending date.

SECTION 12: DESCRIPTION OF SERVICES.

(a). The Contractor agrees to perform surveying and mapping services for the City relating to various projects of the City. The Description of Services is further and more specifically outlined in Exhibit A.

(b). The Contractor shall diligently and in a professional and timely manner perform and provide the services outlined herein or as included in each subsequently entered Work Order. Unless modified in writing by the parties hereto, the duties of the Contractor shall not be construed to exceed the provision of the services pertaining to this Agreement.
(c). The City and Contractor agree that there may be certain additional services required to be performed by the Contractor during the performance of the Work Orders that cannot be defined sufficiently at the time of execution of this Agreement. Such services shall be authorized in writing as a Change Order in accordance with Section 21. The Work Orders may contain additional instructions or provide specifications upon certain aspects of this Agreement pertinent to the work to be undertaken. Such supplemental instructions or provisions shall not be construed as a modification of this Agreement.

SECTION 13: CONTRACTOR RESPONSIBILITIES.

(a). The Contractor shall be responsible for the professional quality, accepted standards, technical accuracy and the coordination of all services furnished by the Contractor under this Agreement as well as the conduct of its staff, personnel, employees, and agents. The Contractor shall work closely with the City on all aspects of the provision of the services. With respect to services, the Contractor shall be responsible for the professional quality, technical accuracy, competence, methodology, accuracy, and the coordination of all of the following which are listed for illustration purposes and not as a limitation: documents, analysis, reports, data, plans, plats, maps, surveys, specifications, and any and all other services of whatever type or nature furnished by the Contractor under this Agreement. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in his plans, analysis, data, reports, designs, drawings, specifications, and any and all other services of whatever type or nature.

(b). The Contractor shall furnish a Contractor Designated Representative to administer, review, and coordinate the provision of services under this Agreement and each Work Order.

(c). Neither City review, approval, or acceptance of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights or of any cause of action arising out of the performance of this Agreement. The Contractor shall be and shall remain liable to the City in accordance with applicable law for all damages to the City caused by the Contractor's negligent or improper performance or failure to perform any of the services furnished under this Agreement.

(d). The rights and remedies of the Contractor, provided for under this Agreement, are in addition to any other rights and remedies provided by law.

(e). In the event the Contractor fails to comply with the terms and conditions of this Agreement, the City shall notify the Contractor's Designated Representative in writing so that the Contractor may take remedial action.

(f). Time is of the essence in the performance of all services provided by the Contractor under the terms of this Agreement and each and every Work Order.

SECTION 14: CITY RIGHTS AND RESPONSIBILITIES.

(a). The City shall reasonably cooperate with the Contractor in a timely fashion at no cost to the Contractor as set forth in this Section.

(b). The City shall furnish a City Designated Representative to administer, review, and coordinate the provision of services under each Work Order.

(c). The City shall make City personnel available where, in the City's opinion, they are required and necessary to assist the Contractor. The availability and necessity of said personnel to assist the Contractor shall be determined solely at the discretion of the City.
(d). The City shall furnish the Contractor with existing data, records, maps, plans, specifications, reports, fiscal data, and other engineering information that is available in the City’s files that is necessary or useful to the Contractor for the performance of the Work. All such documents conveyed by the City shall be, and remain the property of, the City and shall be returned to the City upon completion of the Work to be performed by the Contractor.

(e). The City shall examine all Contractor reports, sketches, drawing, estimates, Qualifications, and other documents presented to the City and indicate the City's approval or disapproval within a reasonable time so as not to materially delay the provisions of the services of the Contractor.

(f). The City shall provide access to and make provisions for the Contractor to enter upon public and private lands as required for the Contractor within a reasonable time to perform work as necessary to complete the Work Order.

(g). The City shall transmit instructions, relevant information, and provide interpretation and definition of City policies and decisions with respect to any and all materials and other matters pertinent to the services covered by this Agreement.

(h). The City shall give written notice to the Contractor whenever the City designated representative knows of a development that affects the services provided and performed under this Agreement, timing of the Contractor’s provision of services, or a defect or change necessary in the services of the Contractor.

(i). The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law; the City may assert its right of recovery by any appropriate means including, but not limited to, set-off, suit, withholding, recoupment, or counterclaim, either during or after performance of this Agreement.

(j). The City shall be entitled to recover any and all legal costs including, but not limited to, attorney fees and other legal costs that it may incur in any legal actions it may pursue in the enforcement of the terms and conditions of this Agreement or the responsibilities of the Contractor in carrying out the duties and responsibilities deriving from this Agreement.

(k). The failure of the City to insist in any instance upon the strict performance of any provision of this Agreement, or to exercise any right or privilege granted to the City hereunder shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.

(l). Neither the City’s review, approval or acceptance of, nor payment for, any of the services required shall be construed to operate as a waiver of any rights under this Agreement nor any cause of action arising out of the performance of this Agreement and the Contractor shall be and always remain liable to the City in accordance with applicable law for any and all damages to the City caused by the Contractor’s negligent or wrongful provision or performance of any of the services furnished under this Agreement.

(m). All deliverable analysis, reference data, survey data, plans and reports, or any other form of written instrument or document that may result from the Consultant's services or have been created during the course of the Contractor's performance under this Agreement shall become the property of the City after final payment is made to the Contractor.

(n). In the event the City fails to comply with the terms and conditions of this Agreement, the Contractor shall notify the City's Designated Representative in writing so that the City may take remedial action.
SECTION 15: WAIVER.

The failure of the City to insist in any instance upon the strict performance of any provision of this Agreement, or to exercise any right or privilege granted to the City hereunder, shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.

SECTION 16: FORCE MAJEURE.

Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them, is delayed or prevented by Force Majeure.

SECTION 17: STANDARDS OF CONDUCT.

(a) 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 Agreement and that the Contractor 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 of making this Agreement.

(b) If the City determines that any employee or representative of the Contractor is not satisfactorily performing his or her assigned duties or is demonstrating improper conduct pursuant to any assignment or work performed under this Agreement, the City shall so notify the Contractor, in writing. The Contractor shall immediately remove such employee or representative of the Contractor from such assignment.

(c) The Contractor hereby certifies (in writing) that no undisclosed conflict of interest exists with respect to the Agreement, including, but not limited to, any conflicts that may be due to representation of other clients, customers or vendees, other contractual relationships of the Contractor, or any interest in property that the Contractor may have. The Contractor further certifies that any conflict of interest that arises during the term of this Agreement shall be immediately disclosed in writing to the City. Violation of this Section shall be considered as justification for immediate termination of this Agreement.

(d) The Contractor shall not engage in any action that would create a conflict of interest for any City employee or other person during the course of performance of, or otherwise related to, this Agreement or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government.

(e) The City shall not intentionally award publicly-funded contracts to any Contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) Section 274A(e) of the Immigration and Nationally Act (INA)]. The City shall consider the employment by the Contractor of unauthorized aliens, a violation of Section 274A (e) of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A (e) of the INA shall be grounds for immediate termination of this Agreement by the City.

(f) The Contractor shall comply with the requirements of the Americans with Disabilities Act (ADA), and any and all related Federal or State laws which prohibits discrimination by public and private entities on the basis of disability.

(g) The Contractor shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement or violate any laws pertaining to civil rights, equal protection, or discrimination.
(h). If the Contractor or an affiliate is placed on a discriminatory vendor list, such action may result in termination by the City. The Contractor shall certify, upon request by the City that it is qualified to submit a bid under Section 287.134, Discrimination, (2)(c), Florida Statutes.

(i). If the Contractor or an affiliate is placed on the convicted vendor list following a conviction for a public entity crime, such action may result in termination by the City. The Contractor shall certify, upon request by the City, that it is qualified to submit a bid under Section 287.133, Public Entity Crime, (2)(a), Florida Statutes.

(j). The Contractor shall certify, upon request by the City, that the Contractor maintains a drug free workplace policy in accordance with Section 287.0878, Florida Statutes. Failure to submit this certification may result in termination.

(k). The Contractor agrees to comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the services provided to the City. The Contractor agrees that any program or initiative involving the work that could adversely affect any personnel involved, citizens, residents, users, neighbors or the surrounding environment shall ensure compliance with any and all employment safety, environmental and health laws.

(l). If applicable, in accordance with Section 216.347, Florida Statutes, the Contractor shall not use funds provided by this Agreement for the purpose of lobbying the Legislature, the Judicial Branch, or State Agency.

(m). The Contractor shall not publish any documents or release information regarding this Agreement to the media without prior approval of the City.

(n). The Contractor shall ensure that all services are provided to the City after the Contractor has obtained, at its sole and exclusive expense, any and all permits, licenses, permissions, approvals or similar consents.

(o). The Contractor shall ensure that all taxes due from the Contractor are paid in a timely and complete manner including, but not limited to, occupational license tax.

SECTION 18: NOTICES.

(a). Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section.

(b). For the present, the parties designate the following as the representative places for giving of notice, to-wit:

(1). For the City:

City Manager
City of Palm Coast
2 Commerce Boulevard
Palm Coast, Florida 32135

(2). For the Contractor:
Written notice requirements of this Agreement shall be strictly construed and such requirements are a condition precedent to pursuing any rights or remedies hereunder. The Contractor agrees not to claim any waiver by City of such notice requirements based upon City having actual knowledge, implied, verbal or constructive notice, lack of prejudice, or any other grounds as a substitute for the failure of the Contractor to comply with the express written notice requirements herein. Computer notification (e-mails and message boards) shall not constitute proper written notice under the terms of the Agreement.

SECTION 19: DESIGNATED REPRESENTATIVES.

(a). The City Manager, or his designated representative, represents the City in all matters pertaining to and arising from the work and the performance of this Agreement.

(b). The City Manager or his designated representative shall have the following responsibilities:

(1). Examination of all work and rendering, in writing, decisions indicating the City's approval or disapproval within a reasonable time so as not to materially delay the work of the Contractor;

(2). Transmission of instructions, receipt of information, and interpretation and definition of City's policies and decisions with respect to design, materials, and other matters pertinent to the work covered by this Agreement;

(3). Giving prompt written notice to the Contractor whenever the City knows of a defect or change necessary in the project; and

(c). Until further written notice, the City's Designated Representative for this Agreement is:

City Manager
City of Palm Coast
2 Commerce Boulevard
Palm Coast, Florida 32164
Telephone Number: (386) 986-3700

(d). Prior to start of any work under this Agreement, the Contractor shall submit to the City detailed resumes of key professional personnel that will be involved in performing services described in the work. The City hereby acknowledges its acceptance of such personnel to perform services under this Agreement. At any time hereafter that the Contractor desires to change key professional personnel in an active assignment, it shall submit the Qualifications of the new professional personnel to the City for prior approval. Key professional personnel shall include the principal-in-charge, project managers, and others interfacing with City personnel.

(e). Until further written notice, the Contractor's Designated Representative for this Agreement is:
SECTION 20: WORK ORDERS.

(a). The provision of services to be performed under this Agreement may commence immediately upon the execution of this Agreement or a Work Order as directed and determined by the City. Services to be provided by the Contractor to the City shall be negotiated between the Contractor and the City. Each Work Order shall reference this agreement by title and date, include a detailed description of quantities, services, and a completion schedule, and will be provided on Contractor letterhead. Services described in said Work Order will commence upon the issuance of a City Notice-To-Proceed.

(b). If the services required to be performed by a Work Order is clearly defined, the Work Order shall be issued on a “Fixed Fee” basis. The Contractor shall perform all services required by the Work Order but in no event shall the Contractor be paid more than the negotiated Fixed Fee amount stated therein.

(c). The Contractor and the City agree to make every effort to adhere to the schedule established for the various Work Orders described in the Work Order.

(d). If the services are not clearly defined, the Work Order may be issued on a “Time Basis Method” and contain a Not-to-Exceed amount. If a Not-to-Exceed amount is provided, the Contractor shall perform all work required by the Work Order; but in no event shall the Contractor be paid more than the Not-to-Exceed amount specified in the applicable Work Order.

(e). For Work Orders issued on a “Fixed Fee Basis,” the Contractor may invoice the amount due based on the percentage of total Work Order services actually performed and completed; but in no event shall the invoice amount exceed a percentage of the Fixed Fee amount equal to a percentage of the total services actually completed.

(f). For Work Orders issued on a “Time Basis Method” with a Not-to-Exceed amount, the Contractor may invoice the amount due for actual work hours performed; but in no event shall the invoice amount exceed a percentage of the Not-to-Exceed amount equal to a percentage of the total services actually completed.

(g). Each Work Order issued on a “Fixed Fee Basis” or “Time Basis Method” with a Not-to-Exceed amount shall be treated separately for retainage purposes. If the City determines that work is substantially complete and the amount retained, if any, is considered to be in excess, the City may, at its sole and absolute discretion, release the retainage or any portion thereof.

(h). For Work Orders issued on a “Time Basis Method” with a Limitation of Funds amount, the Contractor may invoice the amount due for services actually performed and completed. The City shall pay the Contractor one hundred percent (100%) of the approved amount on Work Orders issued on a “Time Basis Method” with a Limitation of Funds amount.

SECTION 21: CHANGE ORDERS.
(a). The City may revise the Description of Services set forth in any particular Work Order.

(b). Revisions to any Work Order shall be authorized in writing by the City as a Change Order. Each Change Order shall include a schedule of completion for the services authorized. Change Orders shall identify this Agreement and the appropriate Work Order number. The Change Orders may contain additional instructions or provisions specific upon certain aspects of this Agreement pertinent to the services to be provided. Such supplemental instructions or provisions shall not be construed as a modification of this Agreement. An Agreement between the parties on and execution of any Change Order shall constitute a final settlement and a full accord and satisfaction of all matters relating to the change and to the impact of the change on unchanged goods and/or work, including all direct and indirect costs of whatever nature, and all adjustments to the Contractor schedule.

(c). If instructed by the City, the Contractor shall change or revise work that has been performed, and if such work is not required as a result of error, omission or negligence of the Contractor, the Contractor may be entitled to additional compensation. The Contractor must submit for City approval a revised Qualification with a revised fee quotation. Additional compensation, if any, shall be agreed upon before commencement of any such additional work and shall be incorporated into the work by Change Order to the Work Order.

SECTION 22: COMPENSATION.

(a). Compensation to the Contractor for the services performed on each Work Order shall be as set forth the Work Order/Change Order or as set forth in Exhibit C which enumerates hourly rates and other charges of the Contractor. The initial fee for the subject Project shall be as subsequently negotiated by the parties.

(b). The City shall not pay for reimbursable items such as gas, tolls, mileage, meals, etc. and other items not directly attributable to items produced for each Work Order.

(c). Work performed by the Contractor without written approval by the City’s Designated Representative shall not be compensated. Any work performed by the Contractor without approval by the City is performed at the Contractor’s own election.

(d). In the event the City fails to provide compensation under the terms and conditions of this Agreement, the Contractor shall notify the City’s Designated Representative in order that the City may take remedial action.

(e). Pricing has been calculated based on the current prices for the goods and/or services that are the subject of the RFQ. However, the market for the goods and/or services that pertain to this RFQ may be volatile on the basis of fuel costs and sudden and substantial price increases could occur. The CONTRACTOR agrees to use its best efforts to obtain the lowest possible prices from fuel suppliers, but should there be a substantial and prejudicial increase in fuel prices for fuel that is purchased after execution of this Agreement which fuel prices directly and materially relate to the pricing of the goods and/or services provided for in this Agreement, the CITY agrees, upon written request from the CONTRACTOR, to consider a reasonable adjustment to the prices set forth in this Agreement based upon the following index: Engineering News Record, Construction Cost Index, etc.. Any claim by the CONTRACTOR for a price increase, as provided above, shall state, with specificity, the increased cost, the product in question, and the source of supply, and shall be supported by invoices or bills of sale and such other information as may be required by the CITY. Only one (1) such request from the CONTRACTOR will be considered in each calendar year period. The decision of the CITY shall be final and non-appealable.
SECTION 23: INVOICE PROCESS.

(a). Payments shall be made by the City to the Contractor when requested as work progresses for services furnished, but not more than once monthly. Each Work Order shall be invoiced separately. The Contractor shall render to the City, at the close of each calendar month, an itemized invoice properly dated, describing all services rendered as Exhibit B, the Project Status Report Form, the cost of the services, the name and address of the Contractor, Work Order Number, Contract Number and all other information required by this Agreement.

(b). Invoices which are in an acceptable form to the City and without disputable items will be processed for payment within thirty days of receipt by the City.

(c). The Contractor will be notified of any disputable items contained in invoices submitted by the Contractor within fifteen days of receipt by the City with an explanation of the deficiencies.

(d). The City and the Contractor will make every effort to resolve all disputable items contained in the Contractor’s invoices.

(e). Each invoice shall reference this Agreement, the appropriate Work Order and Change Order if applicable, the billing period, and include the Project Status Report for the period being billed. A Project Status Report form is attached as Exhibit B.

(f). The Florida Prompt Payment Act shall apply when applicable.

(g). Invoices are to be forwarded directly to:

   Finance Director
   City Hall
   City of Palm Coast
   2 Commerce Boulevard
   Palm Coast, Florida 32135

SECTION 24: TERMINATION OF AGREEMENT.

(a). The City may terminate this Agreement or any Work Order for convenience at any time for one or more of the reasons as follows:

   (1). If, in the City’s opinion, adequate progress under a Work Order is not being made by the Contractor; or

   (2). If, in the City’s opinion, the quality of the services provided by the Contractor is/are not in conformance with commonly accepted professional standards, standards of the City, the requirements of Federal or State regulatory agencies, and the Contractor has not corrected such deficiencies in a timely manner as reasonably determined by the City; or

   (3). The Contractor or any employee or agent of the Contractor is indicted or has a direct charge issued against him for any crime arising out of or in conjunction with any work that has been performed by the Contractor; or

   (4). The Contractor becomes involved in either voluntary or involuntary bankruptcy proceedings, or makes an assignment for the benefit of creditors; or
(5). The Contractor violates the Standards of Conduct provisions herein or any provision of State or local law or any provision of the City Code of Conduct.

(b). In the event of any of the causes described in this Section, the City’s Designated Representative may send a certified letter requesting that the Contractor show cause why the Agreement or any Work Order should not be terminated. If assurance satisfactory to the City of corrective measures to be made within a reasonable time is not given to the City within fourteen calendar days of the receipt of the letter, the City may consider the Contractor to be in default, and may immediately terminate this Agreement or any Work Order in progress under this Agreement.

(c). In the event that this Agreement or a Work Order is terminated for cause and it is later determined that the cause does not exist, then this Agreement or the Work Order shall be deemed terminated for convenience by the City and the City shall have the right to so terminate this Agreement without any recourse by the Contractor.

SECTION 25: TERMINATION BY CONTRACTOR FOR CAUSE.

(a). The Contractor may terminate this Agreement if:

(1). The City materially fails to meet its obligations and responsibilities as contained in Section 14; City Rights and Responsibilities; or

(2). The City fails to pay the Contractor in accordance with this Agreement.

(b). In the event of either of the causes described in Subsection (a), the Contractor shall send a certified letter requesting that the City show cause why the Agreement should not be terminated. If adequate assurances are not given to the Contractor within fourteen calendar days of the receipt of said show cause notice, the Contractor may consider the City to be in default, and may immediately terminate this Agreement.

SECTION 26: TERMINATION BY THE CITY WITHOUT CAUSE.

(a). Notwithstanding any other provision of this Agreement, the City shall have the right at any time to terminate this Agreement in its entirety without cause, or terminate any specific Work Order without cause, if such termination is deemed by the City to be in the public interest, provided that thirty calendar days prior written notice is given to the Contractor of the City’s intent to terminate.

(b). In the event that this Agreement is terminated, the City shall identify any specific Work Order(s) being terminated and the specific Work Order(s) to be continued to completion pursuant to the provisions of this Agreement.

(c). This Agreement will remain in full force and effect as to all authorized Work Order(s) that is/are to be continued to completion.

SECTION 27: PAYMENT IN THE EVENT OF TERMINATION.

In the event this Agreement or any Work Order is terminated or canceled prior to final completion payment for the unpaid portion of the services provided by the Contractor to the date of termination and any additional services shall be paid to the Contractor.

SECTION 28: ACTION FOLLOWING TERMINATION.
Upon receipt of notice of termination, given by either party, the terminated party shall promptly discontinue the provision of all services, unless the notice provides otherwise.

SECTION 29: SUSPENSION.

(a). The performance or provision of the Contractor services under any Work Order under this Agreement may be suspended by the City at any time.

(b). In the event the City suspends the performance or provision of the Contractor’s services hereunder, the City shall so notify the Contractor in writing. Such suspension becoming effective upon the date stated in the notice. The City shall pay to the Contractor within thirty days all compensation which has become due to and payable to the Contractor to the effective date of such suspension. The City shall thereafter have no further obligation for payment to the Contractor for the suspended provision of services unless and until the City’s designated representative notifies the Contractor in writing that the provision of the services of the Contractor called for hereunder are to be resumed by the Contractor.

(c). Upon receipt of written notice from the City that the Contractor’s provision of services hereunder are to be resumed, the Contractor shall continue to provide the services to the City.

SECTION 30: ALTERNATIVE DISPUTE RESOLUTION (ADR).

(a) In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties agree to exhaust any alternative dispute resolution procedures reasonably imposed by the City prior to filing suit or otherwise pursuing legal remedies.

(b) The Contractor agrees that it will file no suit or otherwise pursue legal remedies based on facts or evidentiary materials that were not presented for consideration to the City in alternative dispute resolution procedures or which the Contractor had knowledge and failed to present during the City procedures.

(c). In the event that City procedures are exhausted and a suit is filed or legal remedies are otherwise pursued, the parties shall exercise best efforts to resolve disputes through voluntary mediation. Mediator selection and the procedures to be employed in voluntary mediation shall be mutually acceptable to the parties. Costs of voluntary mediation shall be shared equally among the parties participating in the mediation.

SECTION 31: SEVERABILITY.

(a). If any term, provision or condition contained in this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable, shall not be affected thereby, and each term, provision, and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law when consistent with equity and the public interest.

(b). All provisions of this Agreement shall be read and applied in Pari Materia with all other provisions hereof.

(c). Violation of this Agreement by the Contractor is recognized by the parties to constitute irreparable harm to the City.
SECTION 32: CONTROLLING LAWS/VENUE / INTERPRETATION.

(a). This Agreement is to be governed by the laws of the State of Florida.

(b). Venue for any legal proceeding related to this Agreement shall be in the Seventh Judicial Circuit Court in and for Flagler County, Florida.

(c). This Agreement is the result of bona fide arms length negotiations between the City and the Contractor and all parties have contributed substantially and materially to the preparation of the Contract. Accordingly, this Agreement shall not be construed or interpreted more strictly against any one party than against any other party.

SECTION 33: INDEMNITY.

(a). The CONTRACTOR shall indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR and other persons employed by the CONTRACTOR in the performance of the contract.

(b). Nothing herein shall be deemed to affect the rights, privileges, and immunities of the CITY as set forth in Section 768.28, Florida Statutes.

(c). In claims against any person or entity indemnified under this Section by an employee of the CONTRACTOR or its agents or subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the CONTRACTOR or its agents or subcontractors, under Workers Compensation acts, disability benefits acts, or other employee benefit acts.

(d). The execution of this Agreement by the CONTRACTOR shall obligate the CONTRACTOR to comply with the indemnification provision in this Agreement; however, the CONTRACTOR must also comply with the provisions of this Agreement relating to insurance coverage’s.

SECTION 34: INSURANCE.

(a). The Contractor shall obtain or possess and continuously maintain the following insurance coverage, from a company or companies, with a Best Rating of A- or better, authorized to do business in the State of Florida and in a form acceptable to the City and with only such terms and conditions as may be acceptable to the City:

1. Workers Compensation/Employer Liability: The Contractor shall provide Worker Compensation insurance for all employees engaged in the work under this Agreement in accordance with the laws of the State of Florida. Employers’ Liability Insurance at limits not less than the following:

   - $100,000 Each Accident
   - $100,000 Disease Each Employee
   - $500,000 Disease (Policy Limit)

2. Comprehensive General Liability: The Contractor shall provide coverage for all operations including, but not limited to, contractual, independent Contractor, products and complete operations and personal injury with limits not less than the following:
$1,000,000 Bodily Injury & Property Damage - each occurrence
$1,000,000 Personal & Advertising Injury - each occurrence
$2,000,000 General Aggregate

(3). Comprehensive Business Automobile Liability: The Contractor shall provide complete coverage with a combined single limit of not less than $1,000,000 Bodily Injury and Property Damage in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles.

(4). Professional Liability: The Contractor shall provide professional liability insurance as well as errors and omission insurance in a minimum amount of $1,000,000 CSL or its equivalent, with a combined single limit of not less than $1,000,000, protecting the Contractor against claims of the City for negligence, errors, mistakes, or omissions in the performance of services to be performed and furnished by the Contractor.

(5) Other Required Insurance Coverage: Where unusual operations are necessary to complete the work, such as Longshoremen and Harbor Workers' Exposures, use of aircraft or watercraft, use of explosives, and any high risk circumstances. No aircraft, watercraft or explosives shall be used without the express advance written approval of the City which may, thereupon, required additional insurance coverage's.

(b). All insurance other than Workers Compensation and Professional Liability that must be maintained by the Contractor shall specifically include the City as an additional insured. All insurance minimum coverage's extend to any sub-Contractor, and the Contractor shall be responsible for all subcontractors.

(c). The Contractor shall provide Certificates of Insurance to the City evidencing that all such insurance is in effect prior to the issuance of the first Work Order under this Agreement. These Certificates of Insurance shall become part of this Agreement. Neither approval by the City nor failure to disapprove the insurance furnished by a Contractor shall relieve the Contractor of the Contractor's full responsibility for performance of any obligation including the Contractor's indemnification of the City under this Agreement. If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company shall: (1) lose its Certificate of Authority, (2) no longer comply with Section 440.57, Florida Statutes, or (3) fail to maintain the requisite Best's Rating and Financial Size Category, the Contractor shall, as soon as the Contractor has knowledge of any such circumstance, immediately notify the City and immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as the Contractor has replaced the unacceptable insurer with an insurer acceptable to the City, the Contractor shall be deemed to be in default of this Agreement.

(d). The insurance coverage shall contain a provision that requires that prior to any changes in the coverage, except increases in aggregate coverage, thirty days prior notice will be given to the City by submission of a new Certificate of Insurance.

(e). The Contractor shall provide Certificate of Insurance directly to the City's Designated Representative. The certificates shall clearly indicate that the Contractor has obtained insurance of the type, amount, and classification required by this Agreement.

(f). Nothing in this Agreement or any action relating to this Agreement shall be construed as the City waiver of sovereign immunity beyond the limits set forth in Section 768.28, Florida Statutes.

(g). The City shall not be obligated or liable under the terms of this Agreement to any party other than the Contractor. There are no third party beneficiaries to this Agreement.
(h). The Contractor is an independent Contractor and not an agent, representative, or employee of the City. The City shall have no liability except as specifically provided in this Agreement.

(i). All insurance shall be primary to, and not contribute with, any insurance or self-insurance maintained by the City.

SECTION 35: EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION.

The Contractor agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, national origin, or disability and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or disability. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or their forms or compensation; and selection for training, including apprenticeship. The Contractor, moreover, shall comply with all the requirements as imposed by the Americans with Disability Act, the regulations of the Federal government issued there under, and any and all requirements of Federal or State law related thereto.

SECTION 36: ACCESS TO RECORDS/AUDIT/PUBLIC RECORDS.

(a). The Contractor shall maintain books, records, documents, time and costs accounts, and other evidence directly related to its provision or performance of services under this Agreement. All time records and cost data shall be maintained in accordance with generally accepted accounting principles.

(b). The Contractor shall maintain and allow access to the records required under this Section for a minimum period of five years after the completion of the provision or performance services under this Agreement and date of final payment for said services, or date of termination of this Agreement.

(c). The City reserves the right to unilaterally terminate this Agreement if the Contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, and other applicable law, and made or received by the Contractor in conjunction, in any way, with this Agreement.

(d). The City may perform, or cause to have performed, an audit of the records of the Contractor before or after final payment to support final payment under any Work Order issued hereunder. This audit shall be performed at a time mutually agreeable to the Contractor and the City subsequent to the close of the final fiscal period in which services are provided or performed. Total compensation to the Contractor may be determined subsequent to an audit as provided for in this Section, and the total compensation so determined shall be used to calculate final payment to the Contractor. Conduct of this audit shall not delay final payment as required by this Section.

(e). In addition to the above, if Federal, State, County, or other entity funds are used for any services under this Agreement, the Comptroller General of the United States or the Chief Financial Officer of the State of Florida, or the County of Flagler, or any representative, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to services provided or performed under this Agreement for purposes of making audit, examination, excerpts, and transcriptions.

(f). In the event of any audit or inspection conducted reveals any overpayment by the City under the terms of the Agreement, the Contractor shall refund such overpayment to the City within thirty days of notice by the City of the request for the refund.
(g). The Contractor agrees to fully comply with all State laws relating to public records.

(h). The Contractor agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

SECTION 37: COUNTERPARTS.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document.

SECTION 38: SUBMITTALS.

The following are items the Contractor must submit to the City as stated in this Agreement:

1. Description of Services; Section 12.
2. Worker compensation insurance for all employees; Section 34, Paragraph (a) (1)
3. Certificates of Liability Insurance; Section 34, Paragraph (c)
4. American with Disabilities Act; Section 17, Paragraph (f)
5. Price Schedule
6. Business Tax Receipt (If applicable)

This Agreement describes each item listed above in detail. All provided to the City must be accurate and updated certifying the Contractor is proceeding correctly.
SECTION 39: EXHIBITS.

Each Exhibit referred to and attached to this Agreement is an essential part of this Agreement. The Exhibits and any amendments or revisions thereto, even if not physically attached hereto, shall be treated as if they are part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: the City through its City Council taking action on the «Council_Day» day of, «Council_Month», «Council_Year», and the Contractor signing by and through its duly authorized corporate officer having the full and complete authority to execute same.

ATTEST: CONTRACTOR

________________________________________  By:________________________________
Authorized Corporate Officer  Authorized Corporate Officer

Date: _____________________

As approved by the City Council of the City of Palm Coast at its meeting of ___ ___________, 2007.

ATTEST: CITY OF PALM COAST

________________________________________  By:_____________________________
Clare M. Hoeni, City Clerk  Jim Landon, City Manager

Date: _____________________

Approved by (Initials and date):

_________________________  Responsible Department Director
_________________________  City Finance
_________________________  PCDMD
_________________________  City Attorney
EXHIBIT A
Description/Scope of Services

- The SURVEYOR shall provide expertise and technical skills, on an as needed basis, to assist the CITY’S staff in providing professional land surveying and mapping services to the CITY in any and all areas and programs as needed by the CITY. All services shall be provided in accordance with the requirements of Chapter 472, Florida Statutes, and the Rules of the Board of Professional Surveyors and Mappers.

- Work under the Agreement shall be assigned by Work Order based on the needs and requirements of the CITY and the SURVEYOR shall work with and receive guidance from CITY staff to develop the appropriate requirements, guidelines and criteria for each project. Additionally, along with the appropriate requirements, guidelines and criteria for each project, a precise scope of service for the particular project will be developed by the SURVEYOR and the CITY staff along with a proposed fee for the individualized scope of service for a particular Work Order. After development of all these matters, the appropriate CITY staff will issue a Work Order prior to the commencement of any work on a project.

- The SURVEYOR shall attend public hearings and meetings as appropriate and as directed by the CITY.

- The SURVEYOR shall assist in land acquisition activities as directed by the CITY.

- The SURVEYOR shall provide to the CITY the necessary services for providing professional land surveying and mapping tasks for various CITY projects. These services will include, but not be limited to: survey location field work and data collection; file and deed research; survey plot in Auto CADD Civil 3D-2008 to be based on NAVD88 Datum; perform certified As-Built Record Drawings.

- The SURVEYOR shall provide all certifications, surveys, calculations, drawings, sketches, plats, maps, descriptions and any other documents required for special permits and authorizations from various government bodies or agencies having jurisdiction over a project.

- The SURVEYOR shall serve as an expert witness for the CITY in any legal proceedings arising in connection with this contract, if the CITY so requests. The expert witness fee for SURVEYOR shall be negotiated at the time the SURVEYOR is called for such duty.

- The SURVEYOR shall provide all related coordination of certain additional services dependent on specific project needs of the CITY in include geotechnical and environmental services.

- The SURVEYOR shall provide surveying services which will consist of performing engineering and surveying work on specific projects and/or reviewing submittals made by others for compliance with CITY and State requirements.
REVIEW SERVICES:

- Review subdivision submittal documents including sketch plan, preliminary plat and construction drawings, and final plats for compliance with the CITY’S Land Development Code, other CITY ordinance and Florida Statues. Provide written comments to the Development Review Committee, Planning Board and City Council. Attend meetings to present comments and answer questions.

- Conduct Second Party Survey certification on work performed pursuant to subdivision approval.

- Review site plan submittal documents for compliance with the CITY’S Land Development Code and other CITY Ordinances. Provide written comments to the Development Review Committee, Planning Board and City Council. Attend meeting to present comments and answer questions. Work with the applicant as required by the Project manager. Review re-submittal documents.
WORK ORDER FORM

WORK ORDER-SERVICES #____
Encumbrance PO Number: ____________

<table>
<thead>
<tr>
<th>City of Palm Coast (Buyer)</th>
<th>Resolution #:__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: __________________________</td>
<td>Date: ____________________</td>
</tr>
<tr>
<td>Address: __________________________</td>
<td>Bid #: ____________________</td>
</tr>
<tr>
<td>City, State &amp; Zip: ____________</td>
<td>Project: ____________________</td>
</tr>
<tr>
<td>__________________________</td>
<td>Council Approval Date: ____________________</td>
</tr>
</tbody>
</table>

Budgeted/Existing: _____  New: _____  Continuing Service:_____

Mail Invoices in duplicate to:  
City of Palm Coast  
________________________  
Palm Coast, Florida 321___  

Total Cost: $________________________

ATTACHMENTS TO THIS WORK ORDER:  
METHOD OF COMPENSATION:  
( ) Description of Services  
( ) Fixed Fee Basis  
( ) Drawings/Plans/Specifications  
( ) Not To Exceed  
( ) Special Conditions  
( ) Unit Price  
( ) Rate Schedule

TIME FOR COMPLETION: The obligation of the Vendor to provide services to the City shall commence upon execution of this Work Order (WO) by the parties and services shall be completed by _______________. Failure to meet the completion date may be grounds for termination of this WO and the underlying contract for default. Time is of the essence.

WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this _____ day of ________, 20___, for the purposes stated herein.

ATTEST:  
_________________________________  ___________________________________  
Vendor  
Attesting Officer  
Office with Corporate Signatory Authority  
Date:_____________________________

WITNESSES:  
_________________________________  ____________________________  
_________________________________  ____________________________  

CITY OF PALM COAST

_________________________________  ____________________________  
Department Head approved RAP on __________.  
Authorized Signatory
WORK ORDERS
TERMS AND CONDITIONS

• Execution of this Work Order (WO) by the City shall serve as authorization for the Vendor to provide for the stated services as set out in this WO. It is expressly understood by the Vendor that this WO, until executed by the City, does not authorize the Vendor to perform any services for the City.

• This WO shall take effect on the date of its execution by the City and expires upon final completion, inspection and payment unless terminated earlier in accordance with the termination provisions herein. The Vendor shall sign this WO first and the City second. This WO will be forwarded to the Vendor upon execution by the City.

• The Vendor shall provide services pursuant to this WO, its attachments, and the underlying Agreement (as amended, if applicable) which is incorporated herein by reference as if it had been set out in its entirety. In the event that the terms and conditions of this WO are inconsistent with the terms and conditions of an underlying contract which is implemented, in whole or part, by this WO; then the terms and conditions of the underlying contract shall apply.

• Compensation is based on the method indicated on the first page of this WO.

• Payments to the Vendor shall be made by the City in strict accordance with the payment terms and conditions listed below or in the underlying contract.

• By accepting this WO, the Vendor accepts all the terms and conditions included herein.

• The City reserves the right, without liability of any type, to cancel this WO as to any services not yet performed or tendered, and to purchase substitute services and to charge the Vendor for any loss incurred.

• The City may cancel this WO, any outstanding services hereunder, or reschedule in whole or in part, for cause or no cause, upon written notice to the Vendor sent at least fourteen (14) days prior to the completion date specified. The City may cancel this WO in whole or in part at any time for default by written notice to the Vendor.

• The City shall have no liability to the Vendor beyond payment of any balance owing for services completed hereunder and accepted by the City prior to the Vendor’s receipt of the notice of termination.

• Prices stated on this WO are firm, all inclusive and consistent with applicable negotiations, bid(s) and/or quotations. The City is exempt from the Florida sales and use taxes and will furnish the Vendor with proof of tax exemption upon written request.

• The City reserves the right to conduct any inspection or investigation to verify compliance of the services with the requirements of this purchase and to reject any delivery not in compliance and, if the deficiency is not visible at the time of acceptance, to take and require appropriate corrective action.

• The Vendor agrees to comply with all Federal, State of Florida, Flagler County and City laws, ordinances, regulations, authority and codes and authority having jurisdiction over the purchase. This WO shall be governed by and interpreted in accordance with the laws of the State of Florida. In any action or proceeding required to enforce or interpret the terms of this Agreement, venue shall be of the Seventh Judicial Circuit in and for Flagler County, Florida.

• The Vendor shall indemnify, hold harmless, and defend the City, from and against any and all claims, damages, losses, and expenses including, but not limited to, attorney’s fees, arising out of or resulting from the performance or provision of services required under this Agreement, including damage to persons or property, provided that same is caused in whole or part by the error, omission, negligent act, failure to act, malfeasance, misfeasance, conduct, or misconduct of the Vendor, its agents, servants, officers, officials, employees, or subcontractors.

• The Vendor shall not assign this WO, any rights under this WO or any monies due or to become due hereunder, nor delegate or subcontract any obligations or work hereunder without the prior written consent of the City.

• The Vendor shall perform the obligations of this WO as an independent contractor and under no circumstances shall it be considered as agent or employee of the City.
The Vendor ensures that its personnel shall comply with reasonable conduct guidelines and City policies and procedures. A person or affiliate who has been placed on the convicted vendor list may not submit a bid or transact business with the City in excess of Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. In compliance with 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act (INA)], the City will not intentionally make an award or upon discovery of a violation will unilaterally cancel this WO with any vendor who knowingly employs unauthorized alien workers.

If this WO involves the Vendor’s performance on the City’s premises or at any place where the City conducts operations, the Vendor shall request information from the Purchasing Manager regarding insurance coverage requirements. Noncompliance with this item shall place the Vendor in default and subject to disbarment from the City’s Vendor List.

The failure of the City to enforce any provision of this WO, exercise any right or privilege granted to the City hereunder shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.
Exhibit D
AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR:

________________________

Signature:

________________________

Printed Name:

________________________

Title:

________________________

Date:

Affix Corporate Seal

STATE OF )

) ss

COUNTY OF )

The foregoing instrument was acknowledged before me this ______________ day of ____________, 20__ by ______________________________ (firm), on behalf of ______________________________ (firm). He/She is personally known to me or has produced ______________________________ identification.

Print Name ______________________________

Notary Public in and for the County
and State Aforementioned

My commission expires:___________________
## W-9

**Request for Taxpayer Identification Number and Certification**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s)</td>
<td>as shown on your income tax return</td>
</tr>
<tr>
<td>Business name, if different from above</td>
<td></td>
</tr>
<tr>
<td>Check appropriate box:</td>
<td>Individual/sole proprietor</td>
</tr>
<tr>
<td>Limited liability company</td>
<td>Enter the tax classification (e.g., disregarded entity, corporation, partnership)</td>
</tr>
<tr>
<td>Tax-exempt organization</td>
<td></td>
</tr>
<tr>
<td>Address number, street, and apt. or suite no.</td>
<td>Requestor's name and address (optional)</td>
</tr>
<tr>
<td>City, state, and ZIP code</td>
<td></td>
</tr>
<tr>
<td>US account number(s) (hereinafter)</td>
<td></td>
</tr>
</tbody>
</table>

### Part I: Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because:
   a. I am exempt from backup withholding, or
   b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
   c. The IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (as defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest or dividends on your tax return. For tax-exempt organizations, see page 3. This section does not apply for mortgage interest paid on acquisition or abandonment of real property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends. You are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of a motor vehicle, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (you are not required to sign, and, when applicable,:

1. Certify that the TIN you are giving is correct (if you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt private foundation, or applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign persons’ share of effectively connected income.

**Note:** If a requester gives you a Form W-9 in the form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantively similar to the Form W-9.

**Detention of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident,
- A corporation, organization, or association created or organized in the United States or under the laws of the United States or any state of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-3).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Furthermore, in certain cases where a foreign partner is a partner in a partnership conducting a trade or business in the United States, the partnership may be required to withhold tax on the foreign partner’s share of income from such business.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

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*Form W-9 (Rev. 10-2019)*

*Form No. 12109*

*Page No. 55*