

REQUEST FOR QUALIFICATIONS (RFQ)

CERTIFICATIONS/STATEMENTS

The following certifications/statements **must** be provided with submittals:

1. DBE Participation Statement
2. Truth-In-Negotiations Certificate.
3. Non-Collusion Proposal Certification
4. Certification of Eligibility
5. Certification Regarding Lobbying
6. Debarment and Suspension Certification
7. E-Verify
8. Affidavit Regarding Labor and Services
9. Drug Free Workplace Certification
10. Bid Opportunity List for Commodities & Contractual Services

FORMS



DBE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the proposal.

Project Description: _____

Consultant Name: _____

This consultant (is____) (is not____) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): _____%

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Subconsultant	Type of Work/Commodity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By _____
Date _____



TRUTH-IN-NEGOTIATIONS CERTIFICATE

STATE OF FLORIDA, County of _____

Before me, the undersigned authority, personally appeared Affiant, _____, who being duly sworn, deposes and says:

- 1. That the undersigned firm is furnishing this Truth-in-Negotiation Certification pursuant to Section 287.055(5)(a) of the Florida Statutes for the undersigned firm to receive an agreement for professional services with the Volusia-Flagler TPO.
- 2. That the undersigned firm engages in furnishing professional legal services and is entering into an agreement with the Volusia-Flagler TPO to provide professional Legal Services.
- 3. That the undersigned firm will furnish the Volusia-Flagler TPO a cost of the professional services.

Name of Firm/Consultant: _____

By: _____
Authorized Signature Date

Title: _____

Attest: _____ (Seal)

Notary: The foregoing instrument was acknowledged before me by _____ who has produced _____ as identification or is personally known to me.

WITNESS my hand and official seal in the State last aforesaid this _____ day of _____, 2025.



NON-COLLUSION PROPOSAL CERTIFICATION

By submission of this proposal, each Proposal and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal, each party certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- 1) The prices in the Proposal have been arrived at independently without collusion, consultation, communication or agreement, with any other Proposer or with any other competitor for the purpose of restricting competition as to any other matter relating to such prices.
- 2) Unless otherwise required by law, the prices which have been noted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor and,
- 3) No attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____



CERTIFICATION OF ELIGIBILITY

_____ hereby certifies that it is not included on the lists of persons or firms currently debarred for any reason, including but not limited to violations of various public contracts incorporating labor standards provisions, maintained by the United States Comptroller General, the United States Department of Transportation, the Florida Department of Transportation, the Volusia-Flagler Transportation Planning Organization, Volusia County, Flagler County or any other transportation agency of any state.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____



CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The Contractor, _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understand and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____



DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non procurement) at 49 CFR 29.510

- (1) The (Name of Proposer) _____ hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.
- (2) The (Name of Proposer) _____ also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the TPO.

Firm/Consultant (Proposer) Name: _____

Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

E-VERIFY

Project Description:

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. all persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: _____

Authorized Signature: _____

Title: _____ Date: _____



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
AFFIDAVIT REGARDING LABOR AND SERVICES

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
Address: _____
Phone Number: _____
Authorized Representative's Name: _____
Authorized Representative Title: _____
Email Address: _____

AFFIDAVIT

I, insert nongovernmental entity's authorized representative name, as authorized representative attest that insert nongovernmental entity's name does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

(Signature of authorized representative)

Date

STATE

COUNTY OF

Sworn to (or affirmed) and subscribed before me, by means of ___ physical presence or ___ online authorization, this ___ day of ___, _____ by _____.

Notary Public

Commission Expires

Personally Known ___ OR Produced Identification _____

Type of Identification Produced _____



Drug Free Workplace Certification

In accordance with Section 287.087, Florida Statutes, "whenever two or more bids are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 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 with the above requirements and the Florida Statutes Section 287.087.

Business Name: _____

Authorized Representative's Signature

Date

Name and Title



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
BID OPPORTUNITY LIST FOR COMMODITIES & CONTRACTUAL SERVICES

Prime Contractor: _____
Address/Phone Number: _____
Procurement Number: _____

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. This list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: _____ 6. DBE 7. Annual Gross Receipts
2. Firm Name: _____ Non-DBE Less than \$1 million
3. Phone: _____ Between \$1 - \$5 million
4. Address: _____ Between \$5 - \$10 million
_____ Between \$10 - \$15 million
_____ More than \$15 million
5. Year Firm Established: _____

1. Federal Tax ID Number: _____ 6. DBE 7. Annual Gross Receipts
2. Firm Name: _____ Non-DBE Less than \$1 million
3. Phone: _____ Between \$1 - \$5 million
4. Address: _____ Between \$5 - \$10 million
_____ Between \$10 - \$15 million
_____ More than \$15 million
5. Year Firm Established: _____

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2. Firm Name: _____ Non-DBE Less than \$1 million
3. Phone: _____ Between \$1 - \$5 million
4. Address: _____ Between \$5 - \$10 million
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_____ More than \$15 million
5. Year Firm Established: _____

1. Federal Tax ID Number: _____ 6. DBE 7. Annual Gross Receipts
2. Firm Name: _____ Non-DBE Less than \$1 million
3. Phone: _____ Between \$1 - \$5 million
4. Address: _____ Between \$5 - \$10 million
_____ Between \$10 - \$15 million
_____ More than \$15 million
5. Year Firm Established: _____

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR: BID SHEET (Invitation to Bid – ITB)
PRICE PROPOSAL (Request for Proposal – RFP)
REPLY (Invitation to Negotiate – ITN)