

**UNION COUNTY BOARD OF COUNTY COMMISSIONERS**  
**15 NE 1<sup>st</sup> Street, Lake Butler, FL 32054**  
**386-496-4241**

**RFQ Title: PROFESSIONAL ENGINEERING, ADMINISTRATION, AND CEI SERVICES  
FOR UNION COUNTY**

Deadline for submitting: **Wednesday, March 4, 2026, at 12:00 P.M.**

**The Union County Board of County Commissioners will receive qualifications at the Board of County Commissioner's Office, located at 15 NE 1<sup>st</sup> Street, Lake Butler, FL 32054, until Wednesday, March 4, 2026, at 12:00 P.M.**

The Board of County Commissioners will receive sealed QUALIFICATIONS STATEMENTS from qualified individuals or firms to provide Engineering, Administration, and CEI services for Union County.

**Scope of Services:** Engineering, Administration, and CEI services will include, but are not limited to, planning, survey, design, permitting, procurement, inspection, grant administration, and construction administration of engineering projects. Respondents shall be capable of performing tasks associated with infrastructure projects, including grant administration, preliminary design and budgeting, facility assessment, investigation, public input, and any other task that may be requested by the Commission.

Consultant shall provide administration of any applicable loan and grant programs and provide planning and engineering services as necessary. These services shall be provided in conjunction with any applicable Federal and State programs, and in accordance with the terms defined by Union County. Additional duties may include design, preparation of bid documents, prepare/coordinate/monitor contracts, process change orders, perform inspections, conduct pre-construction meetings, surveying, construction management, grant administration, construction inspection, and occasional buildings/structures. The County will utilize objective criteria when evaluating and ranking qualified respondents. These criteria are outlined in the County's Request for Qualifications documentation. Engineering fees will be negotiated after ranking, in compliance with the Florida Consultants' Competitive Negotiations Act. The County reserves the right to separate or combine projects based on the needs of the County, and on the capabilities of each engineer or engineering firm.

**Timeline:** Qualifications must be submitted to the **Union County Board of County Commissioners office, located at 15 NE 1<sup>st</sup> St., Lake Butler, FL 32054, by 12:00 P.M. on Wednesday, March 4, 2026**, and shall be opened at **12:00 P.M. or as soon as possible thereafter in the Board Meeting Room of the Union County Courthouse, located at 55 W. Main St., Lake Butler, FL 32054**. Applicants will be awarded at the regularly scheduled Board of County Commissioners meeting, located in the Board Meeting Room of the Union County Courthouse, on **Monday, March 16, 2026, at 6:00 P.M.**

The services shall begin upon execution of a contract. The initial term shall be for a period of five (5) years with the ability to extend the services yearly based on continued satisfactory performance by the Consultant at the sole discretion of Union County.

**Selection Process:** Procurement of these professional services shall comply with 24 C.F.R. 85.36, Chapter 287.055 Florida Statutes, the Florida's Consultants' Competitive Negotiation Act (CCNA), and Union County ordinances. A Selections and Negotiations Committee will utilize essential criteria when evaluating and ranking qualified respondents. Engineering fees will be negotiated after ranking in accordance with CCNA.

**Criteria:**

- Similar Experience max 20 pts.
- Experience with Design and/or Construction Management Services max 20 pts.
- Ability to develop and comply with various project schedules max 20 pts.
- Familiarity with various funding mechanisms max 20 pts.
- Project Management/ Grant Administration Approach and Availability of Key Personnel max 20 pts.

**Negotiations:** Upon completion of the ranking process, the County will then negotiate on a per project basis the scope and fees of the proposed projects. The County reserves the right to select and contract with more than one consulting firm.

**This solicitation does not commit Union County to award a contract, to pay any costs incurred in the preparation of a qualifications statement, or to procure or contract for services.**

**The Board of County Commissioners reserves the right to reject any and all qualifications statements received as a result of this request, to negotiate with all qualified responders, to cancel in part or in its entirety this solicitation, or re-advertise if it is in the best interest of the County to do so.**

**The Board of County Commissioners does not discriminate because of race, creed, color, national origin or handicap status.**

**INSTRUCTIONS TO RESPONDENTS**

To be considered responsive, all submittals must be made in accordance with these Instructions:

**Responders must submit one (1) printed original and seven (7) copies, and one (1) digital copy on a thumb drive. The outside of the envelope must be labeled as "RFQ – Professional Services for Union County".**

**Submittals shall include the following information and shall be organized in the following order:**

1. Title Page: include name of firm, address, phone number, contact person.
2. Table of Contents.
3. Letter of Transmittal: Limit to one or two pages.
4. Briefly describe the firm's experience providing the requested services.
5. Name, title, and contact information of person(s) authorized to make representations on behalf of the firm.
6. Describe the consulting team including each member's title, total years of experience, and experience providing the requested services. Include the respective tasks that each member will be responsible for. Limit to three pages.

7. Provide a statement that the firm is licensed and qualified to perform the requested services in the State of Florida. Include copies of applicable licenses, registrations, and certifications of the firm and pertinent personnel who will participate in the project.
8. Any supplemental information that might enhance the County's understanding of the firm and its experience/qualifications. Limit to one page.
9. Provide a list of government entities and contact information where the firm has provided similar services in the past seven years. Limit to three pages.
10. Describe the firm's experience with Design and/or Construction Management Services. Include locations and contact information where applicable. Limit to two pages.
11. Explain how the firm will develop and comply with various project schedules. Include examples of prior experience with expedited timelines. Limit to two pages.
12. Describe familiarity with various public funding source/mechanisms. Limit to one page.
13. Describe your firm's Approach to Project Management and Availability of Key Personnel who will be a part of the Project Team. Limit to one page.
14. Executed Sworn Entity Statement.

**QUESTIONS:** Submit all questions about the RFQ Documents to James Williams, County Coordinator, by email to [countycoord@unioncounty-fl.gov](mailto:countycoord@unioncounty-fl.gov), in writing no later than five (5) working days prior to the opening.

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

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

1. This sworn statement is submitted to \_\_\_\_\_

By \_\_\_\_\_

For \_\_\_\_\_

whose business address is \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.

(If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:  
\_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a *prima facie* case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

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

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

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

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

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_.

My commission expires: \_\_\_\_\_

Notary Public

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Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

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Type of ID