

**REQUEST FOR PROPOSAL #10-1715BG
PROFESSIONAL PLANNING SERVICES TO UPDATE
UNINCORPORATED MANATEE COUNTY LAND DEVELOPMENT CODE**

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, for the purpose to provide an Update for Unincorporated Manatee County Land Development Code as described in this Request For Proposal.

TIME AND DATE DUE: Proposals will be received until **August 27, 2010 at 1:00 P.M.** which time they will be **publicly opened**. All interested parties are invited to attend this opening.

CONTENTS OF THIS REQUEST FOR PROPOSAL:

Section A: Information to Proposers	Page 2 - 7
Section B: Form of Proposal	Page 8-11
Section C: Selection	Page 12
Section D: Negotiation of the Agreement	Page 13
Section E: Scope of Services	Page 14 -20
Section F: Manatee County Local Preference	Page 21-24
Proposal Signature Form	Page 25
Drug Free Work Place Certification	Attachment A
Environmental Crimes Certification	Attachment B

Important Note regarding Lobbying County Officials or Staff
Please review and comply with paragraph A.18 to avoid violation
and possible sanctions for Lobbying Violations.

FOR INFORMATION CONTACT:

Blair C. Getz, Purchasing Division Contracts Negotiator at (941) 749-3053

AUTHORIZED FOR RELEASE: 

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals." You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Note: The County posts the **Notice of Source Selection** seven calendar days prior to COMMENSING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH VENDOR, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 PROPOSAL FORM DELIVERY REQUIREMENTS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request For Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request For Proposal shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.mymanatee.org>

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office at 941-748-4501, Ext. 3042 to determine if addenda were issued and to make such addenda a part of the proposal.

DEADLINE FOR CLARIFICATION REQUESTS

August 19, 2010 at 5:00 P.M. shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office.

This deadline has been established to maintain fair treatment for all potential bidders or proposers,

A.05 SEALED & MARKED

One signed Original (marked) and FOUR (4) copies of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #10-1715BG**" and addressed to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Proposals become "Public Records" ten (10) days after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statue 110.071. **No review of the proposal documents shall be conducted at the public opening of the proposals.**

Manatee County will make public at the opening the names of the business entities of all that submitted an offer and any amount presented as offers by location without any verification of the mathematics or the completeness of the offer.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any proposer to correct errors or omissions in the proposal. No changes shall be allowed until a selection is made and contract negotiations actually begin.

A.11 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code of Laws 2-26, as amended. Any actual or prospective proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the Board of County Commissioners of Manatee County as required in Chapter 2-26-61 of the Manatee County Code of Laws.

A protest with respect to this Request For Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.

A.13 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Code of Laws, Article III, Ethics in Public Contracting, and/or the state of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

The County anticipates that all statements made and materials submitted in a proposal will be truthful. If a bidder or proposer is determined to be untruthful in its proposal or any related presentation, such bidder or proposer may be disqualified from further consideration regarding this Request for Proposals.

A.14 COLLUSION

By offering a submission to this Request For Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;

A.14 COLLUSION (CONTINUED)

- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PROPOSAL FORMS

Proposals must be submitted in the format specified in Section B hereof. The contents of each proposal shall be separated and arranged with tabs in the same order as listed in the Subsections within Section B identifying the response to each specific item thereby facilitating expedient review of all responses.

A.16 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (as of 7/1/2010 is \$35,000) for a period of 36 months from the date of being placed on the convicted vendor list.

A.17 DRUG FREE WORK PLACE

Drug Free Workplace Program: Manatee County Board of County Commissioners adopted a policy regarding maintaining a Drug Free Workplace. Proposers are asked to review the attached certification and provide either a completed certification of compliance with the program or describe your firm's policy or program as it relates to maintaining a drug free workplace. This response will be considered with the other criteria described herein. **Proposer to complete Attachment "A"**

A.18 LOBBYING

After the issuance of any Request For Proposals, prospective proposers or any agent, representative or person acting at the request of such proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request For Proposals. This prohibition begins with the issuance of any Request For Proposals and ends upon execution of the final contract or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Procurement Code.

A.19 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

In accordance with Manatee Code of Laws 2-26 Article V prohibits the award of County contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to the County that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. A Non-Conviction Certification Form is attached for this purpose. **Proposer is to complete Attachment "B"**

A.20 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.21 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity.

SECTION B: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in **Sections B.01, through B.05**, identifying the response to each specific item.

The information that you provide shall be used to determine those Proposers with perceived ability to perform the Scope of Services as stated in this Request for Proposal which may overall best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award shall be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section C: Selection.

B.01 MINIMUM QUALIFICATIONS: The Proposer must present qualifications as follows prior to further consideration of their proposal:

Identify Key Personnel to be assigned to work for this engagement, as a Principal or Senior Project Manager who currently and for the duration of the engagement shall maintain certification as an American Institute of Certified Planner from the American Planning Association.

The Business Entity presenting the proposal must present for evidence of experience in writing/creating/editing land development codes meeting the following criteria:

- Florida Statute Chapter §163, Local Government Comprehensive Plan and Land Development Regulation Act and Florida Statute §163.3191;
- Florida Administrative Code provisions, Rule 9J-5 “Rules of Minimum Criteria for Review of Local Government Comprehensive Plans, and Plan Amendments, Evaluation and Appraisal Reports, and land Development Regulations and Determination of Compliance; and;
- Florida Administrative Code provisions, Rule 9J-11 “Governing the Procedure for Submittal and Review of Local Government Comprehensive Plans and Amendments.

To validate the qualifying service, provide the Florida City or County, the date of the engagement, a government contact who was responsible for the administration of that contract and contact information including telephone and email information.

After Manatee County staff validates the qualifications given, those proposers who meet the minimum qualifications stated will be considered.

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Drug Free Work Place Certification (Attachment B).
- c. Public Contracting and Environmental Crimes Cert. (Attachment C).

B.03 INFORMATION TO BE SUBMITTED

- a. Description of the proposer's **background**. Include a statement of qualifications that includes your firm's professional credentials and experience in providing the service enumerated in this Request For Proposal and the legal status of your organization, and experience in providing the service enumerated in this Request For Proposal.
- b. Provide an **explanation of the business entity which you represent**. Specify the business entity which would be bound by a contract, should your firm be selected: company or corporation; subcontractor roles; and if a joint venture, include the specific experience that the joint venture partners have working together on similar projects.
- c. Identify each **principal of the firm and other "key personnel"** who will be professionally associated with the County. Do not include personnel that will not have a role in this project. Describe their respective areas of expertise. Include personalized resumes which identify the qualifications, training and experience of each key personnel. Identify each individual on your team and provide the following information:
 - Name
 - Professional credentials
 - Title
 - Telephone number
 - Office address
 - Email address
 - Brief description of the individual's role and duties for Manatee County
 - Individual resume
- d. Submit a list of **subcontractors and sub-consultants** that may be used with the same level of detail as item B.03 c above

B.03 INFORMATION TO BE SUBMITTED (CONTINUED)

- e. **Specify the office and the location of the business entity explained in response to item b above which is to be the primary location of the principal and key personnel.** List the key personnel at that location. For the remaining key personnel detail at what location(s) they will work from and how they will provide management or service or supply support from the locations that they will work from.
- f. **Submit a narrative explaining the direct economic benefit to Manatee County to be realized by selecting your firm.** During the term of this engagement detail the employment, subcontracting, and support services contracting as economic stimulus that your entity may generate that would directly benefit Manatee County.

If your business entity has limited experience, such as a joint venture created for this project, provide a narrative on how you anticipate the new partnerships to manage the work and any prior experience that the individual entities may have had in working together on other projects. If submitting projects as support, include the level of detail requested in item h above.

- g. Using the response to B.03 (c) in which you identified “Key Personnel”, provide a list, with references, of **the projects for Land Development Code that each individual has performed since 2003.** References given must specify employees in senior level management positions with knowledge of the project to confirm the claimed details. Include the name of the entity the work was completed for, a description of the project, the dates of service and the telephone number(s) and email addresses of the identified contact persons.
- h. Provide a **schedule** of anticipated tasks to be performed in providing these services, include the documentation which the County will have to provide and when they would be required. Identify the major tasks and the suggested timeline for completion based on Scope of Service.
- i. **Disclose any private client engagements that your business entity has undertaken on a Manatee County Land Development Code matter** from 2003 to the current date. Provide the private client’s name, the date of the engagement, and the description of the land Use matter in which your business entity provided services.

B.04 ESTIMATED PROJECT COSTS

Proposer shall provide a cost proposal using the response to B.03 (h) "Schedule" for the project with detailed costs for the identified tasks based on the information provided within this Request For Proposal. The elements of the proposed cost shall be developed and presented as follows:

The elements of the proposed cost shall be developed utilizing the staff required for the project and their individual hourly rates of compensation including all overhead, payroll taxes, insurance, workman's compensation, benefits Etc. and all profit. Proposer shall provide a spread sheet showing the individual staff members including "key personnel" detailed in B.03 ©, subcontractors or consultants detailed in B.03(d) and support personnel by title as listed below, the hours estimated for each and the hour rate for each and a line total cost per staff member.

The detail provided should include specifics on these titles: Principal in Charge, Senior Project Manager, C. Project Manager, Geographic Information Services (GIS) Analyst, and Clerical.

Separately on the same spread sheet, provide summary and an **itemized** list of **any reimbursable expenses** you anticipate should be added to the total estimated costs.

After providing the detail above, state the proposed total cost to the County of providing all services to complete this scope of work.

B.05 ADDITIONAL INFORMATION NOT REQUESTED

Submit any other additional information which would assist the County in the evaluation of your proposal.

The County reserves the right to make any investigation and solicit additional information or submittals as it deems necessary to determine the ability of any Proposer to perform the Scope of Services stated in this Request for Proposal.

END SECTION B

SECTION C: SELECTION

C.01 EVALUATION FACTORS

Evaluation factors are the perceived ability of the Proposer to perform the Scope of Services as stated in this Request for Proposal in the most timely and efficient manner, and the cost proposed. These evaluation factors shall determine the proposal which will overall best meet the needs of Manatee County as determined from the responses to this Request for Proposal and subsequent investigation by the County.

C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

C.03 PRELIMINARY RANKING

A Selection Committee may determine from the responses to **Section B: Form of Proposal** of this Request for Proposal and subsequent investigation as necessary, the Proposers most susceptible of being selected for award.

C.04 REVIEW OF PROPOSERS AND PROPOSALS

Review may be conducted with responsible Proposers who may be reasonably susceptible of being selected for award, for the purposes of clarification to assure full understanding of and conformance to the solicitation requirements, the abilities of the Proposer, and the proposal submitted.

Firms responding to this Request for Proposal shall be available for presentation/interviews, to the Selection Committee upon notification from the Purchasing Office at a time and date determined by the County.

C.05 SELECTION FOR NEGOTIATION

The Proposer whose ability and proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this Request for Proposal, shall be selected to negotiate an agreement for the stated Scope of Services.

C.06 AWARD

Award of an agreement is subject to the successful negotiations and the vote of the Board of County Commissioners to authorize execution of the agreement.

END SECTION C

SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT

The selected Proposer shall be required to negotiate a formal agreement, in a form acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The Manatee County Board of County Commissioners will be presented the negotiated agreement as the best and final offer for consideration of award and execution. The Board of County Commissioners shall determine if award of the agreement is to be: considered; rejected and direct further negotiations; rejected and terminate negotiations; or accepted, authorizing the County Administrator or his designee to execute the agreement.

END SECTION D

SECTION E: SCOPE OF SERVICES

E.01 PURPOSE

Manatee County (the “County”) is seeking sealed proposals from qualified and interested planning consulting firms or individuals to provide an updated Land Development Code consistent with State requirements and procedures as described in Section 163.3202, Florida Statutes, and to contain specific and detailed provisions necessary and desirable to implement the adopted Comprehensive Plan. Since the LDC received a major rewrite in 1989, it has received continuous minor updates. However, it has never had a comprehensive updating for consistency with recent amendments to the Florida Statutes and current planning principles.

This Scope reflects the first of a two phase process of updating the LDC. This Scope will cover the first phase which is a major “housecleaning”, mainly targeted at updating, revising, consolidating and better clarifying much of the language in the LDC. There are multiple conflicting regulations within the current LDC. There are also items not related to land development. Those will be removed and put into other ordinances (noise, housing/community standards, etc) as part of this first phase (tasked separately). The second phase of the LDC update will occur after the County completes its Evaluation and Appraisal Report (EAR) of the Comprehensive Plan (due in 2011) and begins work on those related amendments. Phase II of the LDC changes will reflect those post-EAR amendments.

E.01.1 Background Information:

As required by state statute, the land development code is necessary to implement the County’s Comprehensive Plan to guide future growth while protecting resources, promoting the economy, and guiding investment in community services and infrastructure. Manatee County is located along the Gulf of Mexico, between Tampa (to the north) and Sarasota (to the south). There are five (5) municipalities in Manatee County: Bradenton, Bradenton Beach, Palmetto, Anna Maria, Holmes Beach and a portion of Longboat Key. The county’s total area is 893 square miles of which 152 square miles is water. The 2008 estimated census count for the countywide population was 315,766. However, in recent years the demand for conversion of agriculture land to residential land uses and development increased. The county’s economic base has historically been agriculture, tourism and land development. The County is seeking to diversify its economy and attract more businesses.

E.02 SCOPE OF SERVICES

The County shall enter into a contractual agreement with the selected firm or individual for a specified period of time not to exceed one year or until adoption of the LDC by the County. The LDC will be updated as outlined below:

- 1) Revisions to include the review of the existing LDC and remove inconsistencies, update information, consolidate like subject matter, and group information in a fashion that facilitates ease of use with graphics and charts. This will also include revisions needed to comply with recent legislative changes, County organizational changes, etc. Other revisions may include, but not limited to the following:
 - a) Changes to improve/reflect the current development review system;
 - b) Limited updates to encourage sustainable development;
 - c) Minor updates to promote infill development and redevelopment - this mostly includes removing existing barriers.
 - d) Changes to development standards (parking, landscaping, buffering, etc);
 - e) Addition of charts and graphics for illustration and ease of use; and
 - f) Remove portions of LDC that are reflected in Florida Building Code. Identify portions of LDC that do not belong in LDC, such as noise, housing/community standards, etc. Provide optional additional services to address these items as separate ordinances.
 - g) Meeting requirements specified in Section E.06.
- 2) Draft Amendments to the LDC: Working with County staff, the Planning Consultant will identify portions of the LDC that require revision. The Planning Consultant will prepare initial language for the amendments to the LDC. The Planning Consultant will prepare an initial draft, hold a joint work session with County staff, Planning Commission and the Board of County Commissioners, submit a final draft for review and approval by County staff and the Planning Commission and Board of County Commissioners. Consultant will draft an updated Land Development Code.
- 3) Task Deliverables: Draft of amendments to LDC. The draft of the amendments to the LDC shall address and update the following:
 - a) Chapter 2, Definitions and Rules of Construction: Consolidate and update definitions and Rules of Construction;
 - b) Updating Chapter 3, Decision Making and Administrative Bodies;
 - c) Update Chapter 5, Developmental Review Procedures;

E.02 SCOPE OF SERVICES (CONTINUED)

- d) Update Chapter 6, Zoning Districts, including consolidation of redundant zone districts and creation of new zone districts to meet stated goals. Include update of lengthy matrices specifying uses. Include elimination of numerous footnotes at end of matrices;
 - e) Update Chapter 7, Development Standards of General Applicability currently listing lengthy development standards based upon use types;
 - f) Chapter 8 of the LDC contains impact fees, the update of the impact fees are a separate matter and are excluded from the Scope of Services;
 - g) Chapter 9, Subdivision Procedures and Standards: Need to streamline and update consistent with applicable Florida Statutes;
 - h) Chapter 10, Development Agreements: Possibly consolidate with other chapters;
 - i) Chapter 11, Nonconformities: Update for consistency with other amendments to the LDC;
 - j) Chapter 12, Enforcement: Update for consistency with any other amendments to the LDC;
 - k) Chapter 13, Housing Program: Update for consistency with other amendments to the LDC;
 - l) Insert graphics throughout LDC.
- 4) An updated Land Development Code shall also include a searchable on-line, web-based version that is accessible from the County's website that includes graphics. A version of the updated LDC that is also suitable and electronically compatible for submission to the Municipal Code Corporation for appropriate posting on the Internet.
- 5) The County's revised LDC shall have the adoption public hearings by the Planning Commission (minimum one public hearing) and the Board of County Commissioners (minimum two public hearings) completed by March, 31 2011, and will also be "suitable" for Municode Corporation posting, and an electronic version of the new LDC shall be electronically compatible for submission to the Municipal Code Corporation for appropriate posting on the Internet.

E.02 SCOPE OF SERVICES (CONTINUED)

- 6) The attachments submitted in the proposal should include:
- a) A Scope of Services consistent with this RFP;
 - b) A list of names for the project team members and their areas of specialty and past experience relative to the Scope of Services;
 - c) The Estimated Fee Schedule of the Planning Consultant;
 - d) The Estimated Project Schedule by task of the Planning Consultant in order to accomplish adoption of the LDC update no later than March 31, 2011.

EO.3 RESPONSIBILITIES OF THE PLANNING CONSULTANT:

The Planning Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all reports, designs, specifications, other documents and data used or produced by or at the behest of the Planning Consultant under this agreement. The Planning Consultant shall, without additional compensation, correct or revise any errors or deficiencies in its reports, designs, specifications, or other documents and data. If the Planning Consultant is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.

The Planning Consultant shall maintain books, records, documents and other evidence directly pertaining to or connected with the services under this agreement which shall be available and accessible at the Planning Consultant's offices for the purpose of inspection, audit, and copying during normal business hours by the County or any of its authorized representatives. Such records shall be retained for a minimum of three (3) years after completion of the services.

EO.4 Ownership and Use of Documents:

It is understood and agreed that the documents or reproducible copies, including reports, designs, specifications, other documents and data developed by the Planning Consultant in connection with its services shall be delivered to and shall become the property of the County as they are received by the County. The Planning Consultant hereby assigns all its copyright and other proprietary interests in the products of the agreement to the County. Specific written authority is required by the County's Administrative Agent for the Planning Consultant to use any of the work products of this agreement on any non-County project.

EO.5 Timely Performance of Planning Consultant's Personnel:

- a. The timely performance and completion of the required services is vitally important to the interest of the County. The Planning Consultant shall assign a Project Manager together with such other personnel as are necessary to assure faithful prosecution and timely delivery of services pursuant to the requirements of this agreement. The proposal shall include an estimated performance schedule and an estimated project schedule, with adoption of code changes before March 31, 2011.
- b. The Planning Consultant shall ensure that all key personnel, support personnel, and other agents are fully qualified and capable to perform their assigned tasks. Any change or substitution to the Planning Consultant's key personnel, must receive the County's Administrative Agent's written approval before said changes or substitution can become effective.
- c. The Planning Consultant agrees to provide to the County's Administrative Agent monthly written progress reports concerning the status of the project, if requested. The County's Administrative Agent may determine the format of this progress report. The County shall be entitled at all times to be advised at its request, and in writing, as to the status of the work to be performed by the Planning Consultant.

E.06 MEETING REQUIREMENTS

The proposal shall provide an estimate of the number of meetings the Planning Consultant will attend to include at a minimum the following meetings:

- a. One kick-off work session to be held with County staff to review the scope of work, schedule and procedures.
- b. After initial draft is prepared, the consultant will attend the next Planning Task Force meeting for input of customers and the public.
- c. After an initial draft is prepared, one joint workshop to be held with the Board of County Commissioners (BCC), the Planning Commission (LPA), the Planning Consultant and County staff with the first draft.
- d. Meeting periodically with County staff to review status of work and coordinate schedules. The meetings scheduled with staff may be modified with mutual consent of the Planning Consultant and County staff. This can occur over the phone.

E.06 MEETING REQUIREMENTS(CONTINUED)

- e. Local Planning Agreement (LPA) Public Hearings: The Planning Consultant will be required to attend at least one (1) public hearing to be held by the LPA for adoption of the LDC changes. The Planning Consultant will assist the LPA in any advanced planning or preparation it requests and will concentrate on providing a cogent, jargon-free explanation of its findings and recommendations regarding amendments to Land Development Code and an implementation plan.
- f. Board of County Commission Public Hearings: The Planning Consultant will attend a minimum of two (2) of the two (2) required public hearings to be held by the Board of County Commissioners for the amendments to the LDC. The Planning Consultant will assist the Board in any advanced planning and preparation it requests. It will concentrate on providing a cogent, jargon-free explanation of its findings and recommendations regarding the amendments to the LDC and an implementation plan. The presentation shall include a summary of community input.
- g. Website: The Planning Consultant will coordinate with the Planning Department to create content for the project website. The Planning Consultant will provide County staff with content to update the website with the draft amendments.

E.07 INSURANCE:

- 1) Insurance: Before performing any contract work, the Planning Consultant shall procure and maintain, during the life of the agreement unless otherwise specified, insurance listed below. The policies of insurance shall be primary and written on forms acceptable to the County and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida.
- 2) Workers' Compensation: Planning Consultant shall provide Workers' Compensation Insurance, on behalf of all employees who are to provide a service under this agreement as required under Florida Law.
- 3) Commercial General Liability – including but not limited to bodily injury, property damage, contractual, products and completed operations, and personal injury with limits of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate covering all work performed under this agreement.
- 4) Umbrella Liability – with limits not less than \$2,000,000 per occurrence covering all work performed under this agreement.

E.07 INSURANCE: (CONTINUED)

- 5) Professional Liability – with limits of not less than \$1,000,000 for professional services rendered in accordance with this agreement.
- 6) All policies required by this agreement, with the exception of Professional Liability and Workers' Compensation, or unless specific approval is given by County Risk Management, are to be written on an occurrence basis, shall name the Board of County Commissioners, its officers, agents, employees and volunteers as additional insured as their interest may appear under this agreement. Insurer(s), with the exception of Professional Liability and Workers' Compensation, shall agree to waive all rights of subrogation against Manatee County, its Commissioners, officers, agents, employees or volunteers.
- 7) Each insurance policy required by this agreement shall:
 - a) Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.
 - b) Be endorsed to state that coverage shall not be suspended, voided or canceled by either party except after thirty (30) calendar days prior written notice by certified mail, return receipt requested, has been given to County Risk Management.
- 8) The procuring of required policies of insurance shall not be construed to limit the Planning Consultant's liability nor to fulfill the indemnification provisions and requirements of this agreement.
- 9) Certificates of Insurance evidencing Claims Made or Occurrence form coverage and conditions of this agreement, as well as the contract number and description of work, are to be furnished to County Risk Management prior to commencement of work. All insurance certificates shall be received by County Risk Management before the Planning Consultant will be allowed to commence or continue work.

END OF SECTION E

SECTION F

MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION**F.01 Vendor Registration**

All vendors are encouraged to register with Manatee County using the on-line “Vendor Registration” web page on www.mymanatee.org.

Enclosed is a copy of the current Manatee County law that details the County’s Local Preference and definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County’s Web page, you fill out the attached “**Affidavit As To Local Business Form**” that is the **last page** in this section of the proposal, have the completed document notarized, and mail the original to the following address: Manatee County Administration Center, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting bids on www.manateechamber.com as well as using the same vendor categories for registration. Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

Quick steps to on line registration:**www.mymanatee.org**

A link to “Purchasing” is listed under the “Quick Links” on page one of this County Web Site. On the left hand side of the Purchasing Web page, click on “Vendor Registration.”

This will bring up the Vendor Registration form for on-line input. Please note that the definition of a “Local Business” changed on March 17, 2009. The Web page will be updated to include the current Law which has been provided in this section of the **proposal**.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, bid, and proposal opportunities to your business.

MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

F.02 Section 2-26-6. Local preference, tie bids, local business defined.

(a) Whenever a responsible local business bidder and a responsible non-local business bidder are found, upon the opening of bids, to have both submitted the lowest responsive bid, the bid of the local bidder shall be awarded the contract. Should more than one responsible local business bidder match the responsible non-local business bidder's lowest responsive bid, or should no responsible local business bidder match the lowest responsive bid but two or more responsible non-local business bidders submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any bidders seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the bid announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the county in the manner prescribed by the county to facilitate the county's ability to track the award of contracts to local businesses and to allow the county to provide future notifications to its local businesses concerning other bidding opportunities.

(b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any invitation for bids when the bidder's location materially affects the provisions of the services or supplies that are required by the invitation.

(c) Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.

(d) Each solicitation for bids made by the county shall contain terms expressly describing the local business preference policies of the county, and shall provide that by electing to submit a bid pursuant to a request for bids, all bidders are deemed to understand and agree to those policies.

(e) For all contracts for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

(f) Local preference shall not apply to the following categories of contracts:

1. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
2. Contracts for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;

F.02 Section 2-26-6. Local preference, (CONTINUED)

(f) Local preference shall not apply to the following categories of contracts continued)

3. Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;

4. Purchases or contracts made pursuant to a non-competitive award process, unless otherwise provided by this section;

5. Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county commission or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

(g) To qualify for local preference under this section, **a local business must certify to the County that it:**

1. Has not within the five years prior to the bid announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud;

2. Is not currently subject to an unresolved citation or notice of violation of any Manatee County Code provision, except citations or notices which are the subject of a current legal appeal, as of the date of the bid announcement;

3. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, except any such sums which are the subject of a current legal appeal.

Ref: Ordinance 09-21 and 09-23 **PASSED AND DULY ADOPTED** in open session, with a quorum present and voting, on the 17th day of March, 2009.

MANATEE COUNTY GOVERNMENT AFFIDAVIT AS TO LOCAL BUSINESS

(Complete and Initial Items B-F)

A. Authorized Representative

I, [name] _____, am the [title] _____

and the duly authorized representative of: [name of business] _____, and that I possess direct personal knowledge to make informed responses to these certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I am acting; and by electing to submit a proposal pursuant to this Request For Proposals, shall be deemed to understand and agree to the local business preference policies of Manatee County; and that I have the direct knowledge to state that this firm complies with all of the following conditions to be considered to be a Local Business as required by the Manatee County Code of Law, Section 2-26-6.

B. Place of Business: I certify that the above business is legally authorized to engage in the sale of goods and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one (1) fulltime employee at that location. The physical address of the location which meets the above criteria is:

_____ [Initial] _____

C. Business History: I certify that business operations began at the above physical address with at least one fulltime employee on [date] _____ [Initial] _____

D. Criminal Violations: I certify that within the past five years of the date of this proposal announcement, this business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] _____

E. Citations or Code Violations: I certify that this business is not currently subject to any unresolved citation or notice of violation of any Manatee County Code provision, with the exception of citations or notices which are the subject of a legal current appeal within the date of this proposal announcement. [Initial] _____

F. Fees and Taxes: I certify that within this business is not delinquent in the payment of fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the exception of those which are the subject of a legal current appeal. [Initial] _____

Each of the above certifications is required to meet the qualification of "Local Business" under Manatee County Code of Law, 2-26-6.

Signature of Affiant _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of ____, 20__, by (name of person making statement).

(Notary Seal) Signature of Notary: _____

Name of Notary (Typed or Printed) _____

Personally Known ____ OR Produced Identification ____ Type of Identification Produced _____

Submit executed copy to Manatee County Purchasing, Suite 803, 1112 Manatee Avenue W., Bradenton, FL 34205

**PROPOSAL SIGNATURE FORM
RFP #10-1715BG**

Firm Name

Mailing Address:

() _____
Telephone Number

City, State, Zip Code

The undersigned attests to his (her, their) authority to submit this proposal and to bind the firm herein named to perform as per agreement. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide **PROFESSIONAL PLANNING SERVICES TO UPDATE UNINCORPORATED MANATEE COUNTY LAND DEVELOPMENT CODE** For Manatee County, according to the requirements of this **RFP #10-1715BG**.

Signature

Witness Signature

Name and Title of Above Signer

Name and Title of Above Signer

Date: _____

Date: _____

Address of any branch office
Proposed to service Manatee County other than above

Name and Title of Firm's Representative for Manatee County

Telephone Number of Firm's Representative for Manatee County

ATTACHMENT "A"

Drug Free Work Place Certification

SWORN STATEMENT PURSUANT TO SECTION 6-101(7)(B),
MANATEE COUNTY PURCHASING CODE

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____ (If the entity has no FEIN,

include the Social Security Number of the individual signing this sworn statement: _____.)

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by § 893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the work place;
- (ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
- (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
- (iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

- (i) abide by the terms of the statement; and

ATTACHMENT B (Cont'd.)

(ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.

(4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or subsection 3-101(7)(B); or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by subsection 3-101(7)(B).

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this ___ day of _____, 200___ by _____

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Attachment "B"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 6, MANATEE COUNTY PURCHASING CODE

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

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

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Attachment C (Cont'd.)

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__ by _____

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.