

## **Addendum No. 1**

**Date: 8-22-2025**

**To: All Firms Responding to FRQ 2025-01**

**From: Leslie Glaze**

**Grant Coordinator**

**City of Apalachicola**

**850.653.9319**

**Project Name: Continuing Architectural/Engineering Services for Middlebrook Building RFQ 2025-01**

Please note the following clarifications regarding the above referenced project.

### **MISCELLANEOUS CLARIFICATIONS**

#### **Submittal Requirements:**

- The address to submit responses is City of Apalachicola, 1 Bay Avenue, Apalachicola, FL 32320

#### **Part II – Proposal Preparation Instructions**

- Re page count: Tabs, table of contents and section dividers do not count toward the 20 page page max count.
- Re Evaluation Criteria: It is not necessary to call out each evaluation criteria as a separate section response - it can be accomplished by reference in the response letter or provide a written explanation in the response package.
- Re Statements, Forms and Documentation – (c ) E-Verify: Evidence of proof of submission to the US DHS is sufficient. If selected, the City will verify.
- Re Statements, Forms and Documentation – (d ) Public Entity Crimes Statement: Respondents may submit the DMS Public Entity Crime Statement FM 4054G [https://www.myflorida.com/apps/vbs/adoc/F20785\\_DRUGFREE\\_FORM.pdf](https://www.myflorida.com/apps/vbs/adoc/F20785_DRUGFREE_FORM.pdf) or fill out and submit the form attached to this addendum.
- Re other forms: Required forms (e, f, g) may be downloaded from the FDOT site: <https://www.fdot.gov/procurement/formmenu.shtm>

#### **Part III – Scope of Services**

- Work will focus on the completion of mechanical and electrical, plumbing for first floor, repairing and resealing interior brick walls and replacing subfloor on 2<sup>nd</sup> floor. The City has already secured the contractor for the work but are accepting RFQs for continuing architectural service for only this building which will include design of first floor bathrooms, oversight of interior brick repair and resealing, electrical design and design of interior stairs.

## SWORN STATEMENT UNDER FLORIDA STATUTE SECTION 287.133 (3) (A) ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract for \_\_\_\_\_.

2. This sworn statement is submitted by (entity), \_\_\_\_\_, whose business address is, \_\_\_\_\_, and (if applicable) Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).

3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_ (title).

4. I understand that a "public entity crime" as defined in paragraph 287.133(1) (g) Florida Statute, 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 with the United States including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or public subdivision of any other state or of the United States and involved antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

5. I understand that "convicted" or "convicted" as defined in paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records 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.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

A predecessor or successor of a person convicted of a public entity crime; or 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 of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract 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.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

9. Neither the entity submitting this sworn statement, nor any officers, directors, executive, partners, shareholders, employees, member, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

10. The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

11. 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 public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

12. 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 this form to the contracting officer for the Public Entity identified in paragraph 4 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 a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two of any change in the information contained in this form.

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

STATE OF FLORIDA

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