

CITY OF CHIPLEY, FLORIDA
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL
ENGINEERING SERVICES FOR A
RURAL INFRASTRUCTURE
FUND (RIF) GRANT
RFQ NO. 2025-04



POST OFFICE BOX 1007
1442 JACKSON AVENUE
CHIPLEY, FLORIDA 32428
(850) 638-6350

CITY OF CHIPLEY, FLORIDA
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING SERVICES
FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT
RFQ NO. 2025-04

The City of Chipley, herein referred to as the “City”, is seeking statements of qualifications from Engineering Firms for Professional Engineering Services for a Florida Commerce Rural Infrastructure Fund Project. Tasks to include: Complete Design and Engineering of approximately 5,500 LF + of 8” PVC Gravity Main, 500 LF of 8” Jack & Bore (including steel casing), utility relocation (including stormwater culverts, water, cable, and telephone), 1,600 LF of asphalt pavement repair/resurfacing, removal of abandoned lift stations and design of the new force main.

All questions must be submitted in writing to Mrs. Patrice Tanner, City Administrator, and may be emailed to ptanner@cityofchipley.com. A complete copy of the RFQ may be downloaded at www.cityofchipley.com. All Statements of Qualifications will be ranked on an individual and equal basis.

To be considered, Firm/Team must submit one (1) original and three (3) copies of Statement of Qualifications in a sealed envelope or package, clearly marked with the Firm/Team’s or individual’s name and address, and the words “RFQ No. 2025-04 – PROFESSIONAL ENGINEERING SERVICES FOR CHIPLEY INFRASTRUCTURE STUDY PROJECT”. Statements of Qualifications will be received by either hand delivery to the City of Chipley - City Clerk’s Office located at 1442 Jackson Avenue, Chipley, Florida or by mail at City of Chipley, Attention: City Clerk’s Office, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

RFQ Deadline: March 26, 2025 no later than 2:00 p.m., local time.

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered and will be returned unopened. The time of receipt will be determined by the time received in the City of Chipley City Hall – City Clerk’s Office. It is the sole responsibility of the firm for assuring that the RFQ is received in the City Clerk’s Office by the designated date and time. No faxed, electronic or oral RFQ will be accepted.

Award will be made to the best responsive Firm, but the City reserves the right to reject any or all Statements of Qualifications. The City of Chipley reserves the right to reject the Statement of Qualifications of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or of a firm who, in the sole opinion and discretion of the City of Chipley is not in a position to perform the contract.

SPECIAL NOTE:

The City requires a business license to be purchased for the privilege of engaging in any business within the city limits. Please contact the City of Chipley Finance Office for a fee schedule.

EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION

Advertised: February 26, 2025 and March 5, 2025

SECTION 1: INTRODUCTION

1.1 Purpose:

The City of Chipley is soliciting statements of qualifications from registered, qualified consulting firms in the State of Florida pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide the City of Chipley engineering services to include: the design, engineering, and survey work needed to extend public sanitary sewer service approximately 5,500 linear feet along Brickyard Road

SECTION 2: SCOPE OF WORK

Services anticipated under this contract:

2.1 The design, engineering, and survey work needed to extend public sanitary sewer service approximately 5,500 linear feet along Brickyard Road. Complete Design and Engineering of approximately 5,500 LF + of 8" PVC Gravity Main, 500 LF of 8" Jack & Bore (including steel casing), utility relocation (including stormwater culverts, water, cable, and telephone), 1,600 LF of asphalt pavement repair/resurfacing, removal of abandoned lift stations and design of the new force main. Services include but are not limited to all documents associated with bidding the project and attending any other meeting(s) that may be required to make this project successful.

2.2 Format Guidelines:

Each Statement of Qualifications should be prepared simply and economically, providing straightforward, concise delineations of firm's capabilities to satisfy the requirements of this Request for Qualifications. The response should be limited to twenty (20) pages. Fancy bindings, colored displays, and promotional material are not desired. Emphasis is on completeness and clarity of content. In order to expedite the evaluation of the Statement of Qualifications, it is essential that firms follow the format and instructions herein. Submittals shall be divided into sections with tab dividers as follows:

- Letter of interest and project approach
- Qualifications, Abilities, Experience, and Proof of license/certifications
- Any additional information to represent firm

SECTION 3: PROCUREMENT RULES AND INFORMATION

3.1 Contact Person: Patrice Tanner, City Administrator
1442 Jackson Avenue, Chipley, FL 32428
(850) 638-6350 / Email: ptanner@cityofchipley.com

All technical questions regarding this Request should be directed in writing, preferably by email to the City's Contact Person. **Questions shall be submitted no later than 12:00 p.m., local time, on March 17, 2025.** Questions submitted after that date and time will not be answered. The Contact Person or another designee will review and answer. If applicable, answers citing the question asked but not identifying the questioner will be distributed to all known prospective vendors. Failure to submit requests in writing by the specified time shall not be grounds for a protest. Note: Written requirements in the Request or its amendments are binding, but any oral communications between you and the City are not.

3.2 Costs of Preparing RFQ:

The City is not liable for any costs incurred by a firm in responding to this RFQ, including those for oral presentations.

3.3 Disposals of RFQ:

All RFQ's become the property of the City and will be a matter of record.

3.4 Rules for Withdrawal:

Statements may be modified or withdrawn by an appropriate document duly executed (in the manner that a RFQ must be executed) and delivered to the place where Statements are to be submitted at any time prior to the opening of RFQ.

Any submitted Statement shall remain open and subject to acceptance for a period of thirty (30) calendar days after the date of the opening, but the City at its sole discretion may release any RFQ.

3.5 Rejection of RFQ:

The City reserves the right to accept or reject any statement of qualifications as may be deemed necessary by the City to be in its best interest. The City further reserves the right to waive any and all formalities, and reserves the right to reject all nonconforming, unresponsive statements of qualifications. The City reserves the right to reject the statement of qualifications of any firm or individual if the City believes that it would not be in the best interest of the City to make an award to that firm or individual, because the statement of qualifications is not responsive or responsible, or the firm or individual is unqualified or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by the City.

3.6 Verbal Instructions:

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications from firms, which are signed, and in writing will be recognized by the City as duly, authorized expressions on behalf of the firm.

3.7 Indemnification:

Firm shall indemnify and save harmless the CITY, its officers, agents and employees, from all claims, suits or actions at law or equity, damages, losses, and expenses, whether direct or indirect, or consequential, including but not limited to charges of engineers, attorneys, and other professionals and costs of both defense and appeal, in a court of law or other tribunal, for any reason whatsoever, including but not limited to bodily injury, sickness, disease or death of any person, including employees of Firm or any subcontractor, or injury to or destruction of property, including loss of use, which claims are arising out of, related to, connected with, or caused by (a) Firm, or any subcontractor or supplier of Firm, negligent performance or non-performance of the Project. The provisions of this indemnification agreement shall include all accidents, injuries and claims made, whether or not caused in part, by any act or omission of the CITY, its respective officers, agents, or employees, provided Firm shall not be required to indemnify the CITY for the City's own negligence.

3.8 Notices:

Any notices to be given under a Contract shall be given by the United States Mail, addressed to Firm at its address stated herein, and to the City at its address stated herein. Additional notice may also be given by facsimile in which case it shall be deemed that notice was provided on the date said facsimile was received. The party providing notice by facsimile shall confirm that the facsimile was received by the other party.

3.9 Public Entity:

The firm must sign and complete a Public Entity Crime Sworn Statement as defined under Section 287.133(3) (a), F.S. A person or affiliate who has been placed on the convicted vendor list following a conviction of 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 of real property to a public entity, may not be awarded or perform work as a consultant, supplier, or subcontractor, 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 for a period of 36 months from the date of being placed on the convicted vendor list.

3.10 Drug Free Workplace:

The firm must complete the City's Drug Free Workplace Certification form, attached and made a part of the RFQ.

3.11 Insurance Requirements:

Firm shall purchase and maintain through the Contract period workers compensation, comprehensive general liability (occurrence form), professional liability insurance, comprehensive automobile liability, builder's risk, and other insurance as is appropriate for the Project being performed hereunder by firm, its employees, subcontractors or agents. The amounts and types of workers compensation, comprehensive general liability (occurrence form), and comprehensive automobile liability insurance shall conform to the following minimum requirements:

1. Worker's Compensation Coverage must apply for all employees and statutory limits in compliance with the applicable state and federal laws. In addition, the policy must include the following:
 - a. Employer's Liability with a minimum limit per accident in accordance with statutory requirements.
 - b. Notice of Cancellation and/or Restriction. The endorsed to provide the CITY with thirty (30) days' written notice of cancellation and/or restriction.
2. Comprehensive General Liability Coverage must include:
 - a. \$1,000,000 combined limit per occurrence for bodily injury, personal injury and property damage. If contract is less than \$100,000.00, then general liability insurance requirement is \$300,000.00.
 - b. Contractual coverage applicable to this specific contract, including any hold harmless and/or indemnification agreement.
 - c. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the CITY with thirty (30) days' written notice of cancellation and/or restriction.
3. Professional Liability Insurance: Coverage must include:

- a. \$1,000,000 combined per occurrence.
4. Comprehensive Automobile Liability Coverage must be afforded on a form no more restricted than the latest edition of the Comprehensive Automobile Liability Policy filed by the Insurance Services Office and must include:
 - a. \$300,000 combined single limit per accident for bodily injury and property damage.
 - b. Owned Vehicles.
 - c. Hired and Non-Owned Vehicles.
 - d. Employee Non-Ownership.
 - e. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the CITY with thirty (30) days' written notice of cancellation and/or restriction.

Certificates of Insurance evidencing the insurance coverage specified in the Article shall be submitted to the CITY with the executed Contract. The Certificates of Insurance shall be filed with the CITY before this Contract is deemed approved by the CITY. The required Certificates of Insurance not only shall name types of policies provided, but also shall refer specifically to this Contract. All the policies of insurance so required of VENDOR shall be endorsed to include as additional insured the CITY, its officers, employees, and agents, except for Worker's Compensation. If the initial insurance policy expires prior to completion of the Project, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of the policy expiration.

The purchase of any of the above-referenced insurance policies shall not release the VENDOR or any Surety created by this Contract from any obligation, warranty or guarantee provided in this Contract.

The Insurance Company (ies) shall be authorized to conduct business in the State.

Any risk of loss of completed work on the Project, or work in progress on the Project, equipment and material stored on or off the Project Site, or in transit, shall be borne by the Firm through the date of final completion for the Project.

3.12 Protest:

Written notice of intent to file a protest must be submitted with the City Clerk's Office within seventy-two (72) hours after the City Council's declaration of its intention with regard to an award. Written protest must be submitted to the City Clerk's Office within ten calendar days after filing written notice of intent.

Each written protest must be accompanied by a proposal protest bond in the form of a certified check, cashier's check or money order made payable to the City of Chipley in an amount not less than seven thousand five hundred dollars (\$7,500.00) received by the City.

SECTION 4: CONTENTS OF RFQ

This section contains instruction regarding the format of the RFQ that is to be submitted.

4.1 Contact for Contract Administration:

Firms shall return the Contact for Contract Administration Form (Appendix A). This shall be the firm's representative for the day-to-day activities of this contract.

4.2 Forms:

It is Mandatory that firms return the Drug Free Workplace Certification Form (Appendix B) along with the Public Entity Crime Form (Appendix C) and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Appendix D), Disclosure of Lobbying Activities (Appendix E).

SECTION 5: EVALUATION OF STATEMENTS

5.1 Evaluation Criteria:

In accordance with Section 287.055, Florida Statutes, or most recent supplement, final rankings of the firm will be presented to the City Council for approval and authorization to negotiate with top ranked firms.

Ranking and selection will be based on the following criteria:

Criteria	Points Available
1. Format guidelines were followed: pages limited to 20 and the content was organized.	25
2. Firm's qualifications, capabilities, proof of Licenses/Certifications were labeled appropriately and thoroughly documented.	25
3. Firm's experience on similar projects within the last five (5) years was provided.	25
4. Client references for similar projects within the last three (3) years was provided.	25

TOTAL: 100

The City Administrator will appoint a committee consisting of members of City staff to evaluate responses. The City shall be the sole judge of its own best interests, the responses, and the resulting agreement. Award will be made to the Responder who presents the best overall value to the City based on the entire evaluation process and all the information gathered.

Evaluation factors are based on the abilities of the Responder to efficiently perform the Scope of Services as generally outlined in this Request for Qualifications. The City will be seeking to identify the response which will best meet the needs of the City as determined from the responses to this Request for Qualifications.

Responses will be evaluated on a total score basis, with a maximum score of one hundred (100) points.

SECTION 6: TERMS AND CONDITIONS

6.1 Termination of Contract

The City may terminate this Agreement at any time with or without cause, or with or without prior written notice when it is in the best interest of the City.

Federal Identification Number: _____

(For all instruments to be recorded, taxpayer's identification is needed)

Name and title of individual who will sign the instrument on behalf of the company:

Name

Title

(Upon Certification of Award, the President or Vice-President shall sign Contract. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the City Clerk's Office)

APPENDIX A
Contact for Contract Administration

Designate one person authorized to conduct contract administration (Section 4.1).

NAME: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____ FAX NO: _____

EMAIL: _____

SIGNATURE: _____

***THE CITY OF CHIPLEY
ANTI-DRUG PROGRAM***

CONTRACTOR COMPLIANCE CERTIFICATION

As Anti-Drug Program Coordinator for _____ (the "Company"), I hereby certify that the Company has in place a drug training and testing program for its employees that meets the requirements of U. S. Department of Transportation Regulations 49 CFR Parts 40 and 199.

In addition, I do further certify that:

The drug testing laboratory retained by the Company is _____ and this laboratory is certified by the National Institute on Drug Abuse.

The Company has retained Dr. _____ as medical review officer for its drug testing program.

All employees covered by DOT regulations, Part 199, are subject to random, pre-employment, reasonable cause, post-accident and post-rehabilitation drug testing pursuant to such regulations, upon reasonable notice, the Company will deliver to The City of Chipley's authorized representative the Company's drug training and testing records so that The City of Chipley can monitor the Company's compliance with DOT regulations, Part 199.

Signed: _____
Anti-Drug Program Coordinator

Date: _____

Appendix C

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

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

1. This sworn statement is submitted to _____
[print name of the public entity]

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: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 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 or 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 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 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 Paragraph 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" included 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 Paragraph 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, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies]

_____Neither the entity submitting this sworn statement, nor any of its 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 a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attached is a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) 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.

[signature]

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____

by _____ who is personally known to me and who did ___ did not ___

take an oath.

Notary Public, Commission No.:

My Commission Expires:

_____ (printed name)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER COVERED TRANSACTIONS FOR FEDERAL AID CONTRACTS**
(Compliance with 2 CFR Parts 180 and 1200)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant/Contractor: _____

By: _____

Date: _____

Title: _____

Instructions for Certification

Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

- a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.
- b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.
- d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).
- e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.
- g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.
- h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

Is this form applicable to your firm?
 YES NO
 If *no*, then please complete section 4
 below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : _____ _____ _____ Congressional District, <i>if known</i> : 4c _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ _____ _____ Congressional District, <i>if known</i> : _____	
6. Federal Department/Agency: _____ _____	7. Federal Program Name/Description: _____ _____ CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> _____ _____ _____	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____ _____ _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date (mm/dd/yyyy): _____	
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the fullname, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.