



RECEIPT ACKNOWLEDGEMENT FORM

Project Name: Tacna Water Planning Project (CDBG # 106-19)

In order to be placed on the list to receive notifications regarding addenda, respondent[s] must submit this form to:

Email: diana.veloz@yumacountyaz.gov

Please use the project name and CDBG number in the subject line

Yuma County Administration

Grants

198 S. Main Street

Yuma, AZ 85364

The firm identified below may have an interest in being selected for the services described in the above noted planning project, and requests notification in the event that any addenda or other notices are published. Ms. Veloz will acknowledge receipt of this form and will attempt to notify plan holders by email for addendums.

Firm Name: _____

Signature: _____ Date _____

Printed Name: _____ Title: _____

Email: _____

Phone: _____

Address _____

City: _____

State: _____ ZIP Code: _____

PROPOSAL PAMPHLET FOR

Tacna, Arizona
Preliminary Engineering Design Report/Environmental Report
CDBG: #106-19



January 30, 2019

Requested by:

Yuma County
Administration
198 S. Main Street
Yuma, AZ 85364

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YUMA COUNTY

REQUEST FOR QUALIFICATIONS CDBG Contract #106-19

Tacna Water Planning Project

Yuma County has been awarded a federal Community Development Block Grant (CDBG #106-19) through the Arizona Department of Housing funded by the U.S. Department of Housing & Urban Development (HUD) for the purpose of a water planning project. Accordingly, Yuma County is seeking professional services from qualified Engineering Consultants, duly registered in the State of Arizona to prepare a **Preliminary Engineering Design Report and an Environmental Report for Tacna, Arizona.** Proposals will be received **Thursday, March 7, 2019** at the Yuma County Administration Building, 198 South Main Street, Yuma Arizona 85364 until 4:00 p.m. local Arizona time.

The successful Proposer will be required to provide a Preliminary Engineering Design Report for the water system in the Tacna Townsite, providing a minimum of three (3) alternatives for improvement and to prepare an Environmental Report. The qualification package may be requested by e-mail from Diana Veloz, Grants Administrator at diana.veloz@yumacountyaz.gov, Yuma County website at www.yumacountyaz.gov/rfp, or by phone (928) 373-1010, Yuma County Administration.

This announcement does not commit Yuma County to award a contract or to pay any costs incurred in the preparation of proposals. Yuma County reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement.

//s// Nancy Ngai
Nancy Ngai, Community Planning Supervisor
Yuma County Administration-Grants

Published in Yuma Daily Sun: January 30-31, 2019 & February 7-8, 2019

GENERAL INFORMATION

This Request for Proposal (RFP) package contains necessary instructions related to submitting a proposal for a contract with Yuma County. Interested parties are encouraged to review the RFP package in detail prior to contacting the Grants Administrator. If the RFP is retrieved from the Yuma County Website www.yumacountyaz.gov/rfp, Proposers must register their firm by submitting the Receipt Acknowledgement Form within the Proposal Pamphlet in order to receive any modifications, addenda and other notices pertaining to the RFP.

Written questions concerning this RFP package should be addressed by email to:

Diana Veloz (Grants Administrator)
Yuma County, Administration - Grants
198 S. Main Street
Yuma, AZ 85364
(928) 373-1112
diana.veloz@yumacountyaz.gov

Objective

The objective is to prepare preliminary engineering design report for the water system and provide a minimum of three (3) alternatives for improvement for the Town of Tacna. The services will include, but not be limited to, providing a Preliminary Engineering Design Report (PER) to include site selection for the plant location if required, and preparing an Environmental Report (ER) for application to the USDA Rural Development Agency. Future phases of this project will be procured by the Yuma County Improvement District 2017-02 (Tacna Water). The qualifications of the firm's knowledge and experience with County Improvement District processes will be considered for this phase of the project.

Federal Fund Usage

Proposers are hereby notified that federal funds are being used to assist in the design of this project and, accordingly, all consultants will be required to comply with all applicable federal laws, including but not limited to, the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented by Department of Labor Regulations (29 CFR, Part 3). Consultant, Sub-consultant, and associates shall comply with any state or local EEO requirements, where applicable, to this project.

Yuma County has been awarded a Community Development Block Grant (CDBG #106-19) through the Arizona Department of Housing funded by the U.S. Department of Housing & Urban Development (HUD) for this first phase of the project.

Agency

Yuma County is the agency sponsoring this phase of the project and the one who will be contracting for the work. All liaison and correspondence will be between the Consultant and Yuma County Administration - Grants.

Sub-consultant and Associates

Any sub-consultants or associates proposed to perform services on this project must be listed and made a part of the Consultant's proposal. Consultant is responsible for notifying Yuma County of any additional sub-consultants or associates after contracting with Yuma County. Written approval of all Consultants, sub-consultants or associates is required from Yuma County prior to their start of work.

Compensation and Insurance

Subsequent to the selection of the Consultant, an agreement is to be executed by and between the Consultant and Yuma County. This agreement will include the fee provisions, payment period, insurance, and additional contract requirements. Yuma County will require statutory workers' compensation insurance, professional and general liability insurance, and auto insurance in the amount of \$1,000,000/\$300,000/\$1,000,000 (per person/per accident/property damage).

Project Documents

All documents including field investigation reports and notes, field survey notes, photographs, video tapes, mapping, right-of-way maps and descriptions, engineering calculations, original plans, cost estimates, meeting notes and minutes, computer runs, reference information supplied by Yuma County and all other information generated by the Consultant for this project are to be property of Yuma County and are to be delivered to Yuma County before final payment.

Project Related Correspondence

The Consultant shall furnish copies of all written correspondence between the Consultant and his sub-consultants and any other party pertaining specifically to the owner for their records within one (1) week of the receipt or mailing of said correspondence. The Consultant is not to submit plans to utilities or agencies when it is for relocation, approval or requesting permits without Yuma County's knowledge and review of the request.

Quality Control

The Consultant shall be responsible for the accuracy and completeness of all information gathered. The information obtained must be reviewed and verified by a qualified individual other than the originator.

Protest Procedure

The interested party shall file the protest in writing to: Diana Veloz, Yuma County Administration, 198 S. Main Street, Yuma, AZ 85364. Protests shall include the following information:

1. The name, address and telephone number of the interested party;
2. The signature of the interested party or the interested party's representative;
3. Identification of the solicitation or contract number;
4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
5. The form of relief requested.

If the protest is based upon alleged improprieties in a solicitation that are apparent before the offer due date and time, the interested party shall file the protest before the offer due

date and time. Otherwise, the interested party shall file the protest within 10 days after the county makes the procurement file available for public inspection.

Yuma County reserves the right to reject any or all proposals; to waive irregularities of information in any proposal; to re-advertise the request for proposal; and /or to take any steps determined prudent in order to resolve the protest.

Questions

If there are questions regarding the proposal please the m in writing to Diana Veloz, Yuma County Administration at diana.veloz@yumacountyaz.gov.

PROJECT INFORMATION

Project Location:

Town of Tacna, Arizona (North of Interstate 8, off County 40E)

Project Description:

The Consultant will analyze the Town of Tacna's current water system, the improvements needed for full compliance or if necessary, constructing a new system. Consultant shall prepare a PER and ER to be submitted to the USDA, Rural Development in order for Yuma County to secure funding for the necessary improvements to the area. Therefore, the reports must meet the requirements of USDA, Rural Development criteria. This project has subsequent phases and future engineering services will be procured by the Town of Tacna's Yuma County Improvement District 2017-02 (Tacna Water).

Project Background:

The Town of Tacna is in an unincorporated area which is approximately 40 miles east of the City of Yuma, north of the interstate 8 and is currently served by the Tacna Water Management Company, Inc., a private water company. The water distribution system encompasses 1.9 square miles and serves approximately 310 of Tacna's current residents with 135 connections.

The water distribution system is more than 39 years old and does not meet the current standards. The connecting pipe leading to the storage tank has several unrepaired leaks and suffers from severe erosion. The storage tank itself is rusted and, corroded and leaking. In 2012, the Arizona Department of Environmental Quality (ADEQ) placed an Administrative Order on the water system deeming the water non-drinkable due to high Arsenic levels with reports dating back to 2011. ADEQ's last report dated December 2015 shown the arsenic levels as high as 24ppb. The Wellton Mohawk Irrigation District may be a source of better quality water instead of utilizing 100% groundwater. There is evidence that Water Company had previously used irrigation water from the Wellton Mohawk Irrigation District for distribution. The quality of irrigation water might be preferable to groundwater.

Currently, the Tacna Water Management Company is under a probate process due to the passing of the principle owner. There is a management agreement between Sunstate Environmental Services and the Tacna Water Company to operate, manage and maintain the water distribution system and bring it into full compliance, but have been unsuccessful to date. The Tacna property owners have formed a Yuma County Improvement District 2017-02 (Tacna Water) to acquire and upgrade the water system. Due to issues with the probate process, it might be more expedient to secure a new plant location and construct a new system for the District. Therefore, site selection would be part of the PER.

In order to facilitate the potential of obtaining federal funds to assist with the project, Yuma County is using Community Development Block Grant funds for the preparation of the PER and ER for the purpose of submission to USDA, Rural Development.

SCOPE OF WORK

The following Scope of Work is intended to be a general description of the major tasks that are to be completed by the Consultant as part of this project. The Consultant will develop a **complete PER and ER in accordance with the USDA Rural Development and federal requirements for application submission**. Therefore, it is the Consultant's responsibility to familiarize themselves with the current requirements mandated by the USDA Rural Development for the PER and ER.

Preliminary Engineering Design Report (PER)

The Consultant will perform an engineering analysis of the existing water plant and distribution system for the Town of Tacna in accordance with USDA, Rural Development criteria for project funding request. It is the Consultant's responsibility to contact USDA, Rural Development in order to ensure the reports will meet their requirements for application for funding. The report will analyze the current water plant and distribution system and provide a minimum of three (3) alternatives for improvement. One alternative is to evaluate the potential of abandoning the current water system and construct a new system at a new location. This alternative shall include the best site recommendation and acreage needed for the new water plant. In addition to the acquisition and construction cost, the PER shall include operation and maintenance cost for each alternative. The possible use of the water from the Wellton Mohawk Irrigation District or a blending of irrigation water and groundwater shall be considered in the evaluation of each alternative. Research and discussion with the Irrigation District for this possible alternative is the responsibility of the selected engineering firm. The best and most cost effective water treatment shall be included as part of the report. The engineer shall provide recommendations as the best and cost effective alternative for the Yuma County Improvement District 2017-02 (Tacna Water) to consider in moving forward with the project.

Other Technical Information - The Consultant shall review, compile, and/or analyze the following technical information:

1. **Geotechnical Investigations** - The Consultant shall review and interpret available geotechnical documentation relative to the project site and develop appropriate design criteria (e.g. consolidation and allowable bearing capacity). If existing geotechnical information is not sufficient to develop the required design criteria, the Consultant shall propose geotechnical field explorations and analyses deemed necessary to develop design criteria. The results of the geotechnical investigation shall be contained in the Geotechnical Report. The geotechnical investigation shall include all necessary laboratory testing of materials for design purposes.
2. **Topographical Information** - The Consultant shall perform surveying, as necessary, to obtain the topographical information required to complete the Preliminary Engineering Report and design at a later date. The Consultant may perform either topographical survey or aerial surveying to obtain this information. Access to land for surveying activities is the responsibility of the Consultant.

If an aerial survey is performed, the survey shall be flown in accordance with National Map Accuracy Standards at a photo-scale of 1"-300' for 1' contour intervals. For the aerial survey, the Consultant shall provide survey and control services in preparation

for the survey that shall encompass the existing town site limits and extends 1/8 mile beyond the limits. The aerial surveyor shall also provide the digital terrain model developed in conjunction with the aerial survey and all topographical information provided shall be in digital format to allow use in AutoCAD18.

Base Map Preparation - The Consultant shall prepare a base map for the planning area that illustrates the extent of the service area and the overall layout of the proposed improvements. The base map shall have a scale of 1"-100' and shall accurately represent the existing right-of-ways, roads (paved and unpaved), ditches and canals, bridges, utility lines, etc. and all other normal plan metric features.

3. Cost Estimates - The Consultant shall prepare a detailed estimate of probable construction costs for construction of the proposed improvements. The Consultant is advised to take any precautionary measures necessary to maintain the confidential nature of the detailed cost estimate prepared under this task. All estimates of construction costs shall reflect the current unit and unit prices at the time of submittal. Quantity surveys shall present separate quantities for each line item broken down into individual facilities and components thereof. The surveys shall be in sufficient detail to permit proper owner and USDA, Rural Development review and shall not include lump sum bid items that cannot be easily analyzed. The quantity surveys shall be priced with unit costs for labor, materials, and equipment, presented separately, currently prevailing in the vicinity of the project. The Consultant must ensure the cost analysis includes administrative cost pertaining to Improvement District processes and all connection costs that may be necessary to connect from the street to inside the property.
4. Field Investigation - Perform all necessary field investigation that need to be done to verify and confirm compatibility and use in the design.
5. Field Surveying – The Consultant is to complete all additional field surveying, provide horizontal and vertical control necessary for the project, provide maps and legal descriptions if necessary and required easement and right-of-ways, for engineering plan preparation and for baseline control and bench mark data including bench mark circuits, topographic surveys, cross sections, and detailed surveys for proposed improvements. Bench marks are to be based on U.S.G.S. datum.

Environmental Report (ER)

The Consultant will prepare an ER in accordance with the USDA Rural Development and federal requirements. The ER will include, but not be limited to, the following work elements:

- Land Use
- Floodplains and Wetlands
- Cultural and biological Resources
- Water Quality Issues
- Socio-economic Issues and Environmental Justice
- Air Quality
- Transportation
- Noise

- Obtain comments of applicable State and Federal Agencies, including DCR, DHR, DEQ, Game and Inland Fisheries, and USDA
- Address comments generated by the Agencies.

PROPOSAL GUIDELINES

SUBMITTAL INFORMATION

Four (4) copies of the proposal are to be submitted by 4:00 p.m. on Thursday, March 7, 2019 in accordance with the RFP to the Yuma County Administration Building, 198 South Main Street, Yuma, Arizona 85364 and clearly marked Tacna Water Planning Project (#106-19).

PROPOSAL CONTENT

Proposals are not to be more than twenty (20) pages of content excluding other requirements identified on checklist. Transmittal sheet and table of contents shall be limited to one (1) page each and will not be included within the twenty (20) page limit. The proposal shall contain the following information to aid in the selection of the best qualified firm:

- A. Experience (20%): Itemize and briefly describe similar projects and work which have been successfully completed by your firm. Describe the size and experience of the professional and technical staff. Include names and phone numbers of client contacts. If sub-consulting associates are proposed, provide experience information.
- B. Qualifications (20%): Provide the name of the person who will be in charge of the project, and provide names of people who would be doing the majority of the work in addition to names of other key personnel that will work on the project. Provide the name of all sub-consulting associates who would be involved in completing the work. Provide qualifications of all personnel.
- C. Issues and Objectives (15%): Provide a description of the project issues and needs and the work necessary to meet the project's objective.
- D. Project Approach (15%): Provide a methodology of how you would approach the project and the scope of work you would intend to perform if awarded the contract.
- E. Time (5%): Provide a time schedule to complete the work after a notice to proceed is issued. Amount of the fees is not a consideration for selection and is to be submitted only after selection review committee has ranked the proposals.
- F. Familiarity with the Project Area (10%): Indicate the firm's familiarity with the general area and its knowledge of the particular work area.
- G. Prior and Current Work (15%): List any prior or current work you performed for any small community wastewater systems the past ten (10) years which are funded through the USDA, Rural Development. List any previous Arizona County Improvement District projects completed by the current working staff in the past ten (10) years. Due to grant funding timeline, Consultant must be available to start project immediately after issuance of notice to proceed.

EVALUATION & SELECTION

Yuma County will designate a Proposal Review Committee to evaluate the proposals. In an effort to reach a decision concerning the best qualified Proposer, Yuma County reserves the right to evaluate any additional factors it deems appropriate, whether or not such factors have been stated on this page. Discussions with Proposers may be held at any time, either formally or informally as necessary to clarify proposals or portions of proposals. Expected timeline for award of contract is within forty-five (45) days after submission of proposals.

If a Proposer considers certain information confidential or proprietary, a statement identifying such information shall accompany the proposal. The Procurement Officer shall make a ruling before releasing said information. Yuma County will not be held accountable if parties other than Yuma County obtain material from responses with the written consent of the Proposer. Yuma County reserves the sole right to conduct the evaluation and selection of the successful proposal.

After final selection of best qualified Proposer for the project, contract negotiations will be initiated with the highest-ranking Proposer. If a satisfactory contract cannot be negotiated, Yuma County may at its sole discretion, terminate negotiations with the selected Proposer and begin contract negotiations with the next highest ranking Proposer. Proposals are to be submitted to Yuma County with the complete understanding that evaluation and selection by Yuma County is final and not subject to review. Yuma County may, at its sole discretion, reject any or all proposals submitted in response to this RFP.

SUBMITTAL CHECK LIST

This page identifies all the portions of this RFP package that **must be** completed and returned. To speed the processing of your response, please return the required items in the same order indicated on the checklist. **If any applicable items are missing from the submitted proposal, Yuma County retains the right to immediately reject the proposal from further consideration.**

- _____ BUSINESS INFORMATION

- _____ CERTIFICATION STATEMENT

- _____ PROPOSAL CONTENT
(in the order identified under Proposal Guideline)

- _____ ADDENDUM (if applicable)

PROPOSER BUSINESS INFORMATION

Proposer's legal name: _____

DBA if different from above: _____

Name of contact person: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Proposer is: (check one)

1. Limited Partnership, attach a copy of the Certificate of Limited Partnership.
2. Sole Proprietor, attach a resume.
3. Corporation, attach a copy of Certificate of Good Standing from the Arizona Corporation Commission or the most recent copy of your Annual Report submitted to the Arizona Corporation Commission or proof of registration with the Arizona Corporation Commission, if a foreign corporation (i.e., not incorporated in Arizona).

Federal Employer Identification (FEIN) or Social Security No.: _____

DUNS Number: _____

Updated registration with SAM.gov?

- Yes
 No

Is this a minority or women owned / controlled organization?

- Yes
 No

Proposer is subject to licensing or certification:

- Yes - if yes, submit a copy of your current license/certification with your proposal.
 No

Number of years Proposer has been providing this service: _____

CERTIFICATIONS

CIVIL RIGHTS

The undersigned is fully aware that this contract is wholly or partially federally funded, and further, agrees to abide by the:

Civil Rights Act of 1964, Title VI, as amended, that provides no person on the basis of Race, Color, or National Origin shall be excluded from participation, denied program benefits, or subjected to discrimination.

And, Civil Rights Act of 1968, Title VIII, as amended, will not discriminate in housing on the basis of Race, Color, Religion, Sex, or National Origin.

And, Rehabilitation Act of 1973, Section 504, as amended, that no otherwise qualified individual shall solely by reason of his or her handicap be excluded from participation and/or employment, denied program benefits, subjected to discrimination under any program receiving federal funds;

And, Housing and Community Development Act of 1974, Section 109, as amended, that no person shall be excluded from participation (including employment), denied program benefits, or subjected to discrimination on the basis of Race, Color, National Origin, Sex, Age, and Handicap under any program or activity funded in whole or part under Title I (CDBG) of the Act.

And, Age Discrimination Act of 1975, as amended, that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funds.

And, Americans with Disabilities Act of 1990, as amended, that there shall be no employment discrimination against "qualified individuals with disabilities."

And, Executive Order 11063, that no person shall, on the basis of race, color, religion, sex, or national origin, be discriminated against in housing and related facilities provided with federal assistance, or lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.

And Executive Order 11246, as amended, that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of federal or federally assisted construction contracts in excess of \$10,000.

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the PROPOSER agrees as follows:

1. The Proposer will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, familial status, religious affiliation or handicap. The Proposer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, familial status, religious affiliation or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by Yuma County setting forth the provisions of this non-discrimination clause.
2. The Proposers will, in all solicitation or advertisements for employees placed by or on behalf of the Proposers for Yuma County, state that all qualified applicants will receive consideration for employment without regard to their race, creed, sex, color, national origin, familial status, religious affiliation or handicap.
3. The Proposer will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
4. The Proposer will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by Yuma County and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
5. In the event of the Proposer's non-compliance with any provision of this contract or with any of such rules, regulations or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Proposer may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
6. The PROPOSER will include the provisions of the subparagraphs 12 (a) through (f) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provision will be binding upon each subcontractor or vendor. The Proposer will take such action with respect to any subcontract or purchase order as Yuma County may direct as a means of enforcing such provisions including sanctions for non-compliance; provided, however, that in the even the Proposer becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by Yuma County, the Proposer may request the United States to enter into such litigation to protect the interests of the United States.

EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES-SECTION 503
(if contract \$10,000 or over)

1. The Proposer will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Proposer agrees to take affirmative action to employ, advance in employment individuals with disabilities, and treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices including the following:
 - a. Recruitment, advertising and job application procedures;
 - b. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - c. Rates of pay or any other form of compensation and changes in compensation;
 - d. Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
 - e. Leaves of absence, sick leave or any other leave;
 - f. Selection and financial support for training including apprenticeship, professional meetings, conferences and other activities and selection for leaves of absence to pursue training;
 - g. Activities sponsored by the contractor including social or recreational programs; and
 - h. Any other term, condition or privilege of employment.
2. The Proposer agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
3. In the event of the Proposer's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
4. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the Proposer's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The Proposer must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (i.e. providing Braille or large print versions of the notice or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the Proposer, a Proposer will satisfy its posting obligations by posting such notices in an electronic format, provided that the Proposer provides computers, or access to computers, that can access the electronic posting to such employees or the Proposer has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the Proposer to notify job applicants of their rights if the Proposer

utilizes and electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.

5. The Proposer will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Proposer is bound by the terms of Section 503 of Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
6. The Proposer will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000 unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the Director of the Office of Federal contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.
7. The Proposer must, in all solicitations or advertisements for employees placed by or on behalf of the Proposer, state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability

ACCESS TO RECORDS AND RECORDS RETENTION

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

1. The individual, sole proprietor, partnership, corporation, and/or association agrees to permit Yuma County, U.S. Department of Commerce, and the Office of the Inspector General and/or their designated representatives to have access to all records for review, monitoring, and audit during normal working hours.
2. The individual, sole proprietor, partnership, corporation, and/or association agrees to retain all records for at least five years following the official "Closeout" date of the grant or the resolution of all audit findings, whichever is later.

CONFLICT OF INTEREST

The undersigned is fully aware that this contract is wholly or partially federally funded, and further, by submission of the bid or proposal that the individual or firm, certifies that:

1. There is no substantial interest, as defined by Arizona Revised Statute §§38-503 through 505, with any public official, employee, agency, commission, or committee with Yuma County.
2. Any substantial interest, as defined by Arizona Revised Statute §§38-503 through 505, with any public official, employee, agency, commission, or committee (including members of their immediate family) with Yuma County that develops at any time during this contract will be immediately disclosed to Yuma County.

ANTI-LOBBYING CERTIFICATION

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

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this Certification be included in the award documents for all sub-awards to all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

CERTIFICATIONS SIGNATURE FORM

Return this page with proposal.

These Certifications (Civil Rights, Equal Employment Opportunity, Affirmative Action for Handicapped Workers - Section 503(Fly Ash), Access to Records and Records Retention, Conflict of Interest, Lobbying) are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of these Certifications is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Typed name of Firm)

(Typed name of Official)

(Signature of Official)

(Date)