



Office of Procurement Services

P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

RSQ Number: **21-0914**

Solicitation Title: **SUPERVISOR OF ELECTIONS BUILDING DESIGN**

Pre-Solicitation Conference: **See Section 3.0**

Last Day to Ask Questions: **09/09/2021**

CLOSING DATE: **09/23/2021**

CLOSING TIME: **3:00 P.M. Eastern**

Vendors shall complete and return all information requested by the specified time and date or Submittal shall be rejected.

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1.0 PURPOSE OF SOLICITATION

The purpose of this Request For Statement of Qualifications (RSQ) is to solicit competitive sealed Proposals to select a Vendor(s) to supply **SUPERVISOR OF ELECTIONS BUILDING DESIGN** on an as-required basis for Lake County, Florida. The County reserves the right to make multiple awards if deemed appropriate. Use of a continuing contract and selection of contract vendors for task assignments under a multiple award continuing contract will be in consonance with Florida Statute 287.055. This solicitation is officially posted on the County’s website exclusively.

1.1 EXHIBITS

- Exhibit A – Scope of Work
- Exhibit B – Insurance Requirements
- Exhibit C – Review [General Terms and Conditions for Lake County Florida](#) dated 5/6/21
- Exhibit D – Survey of Proposed Property
- Exhibit E – Map #1
- Exhibit F – Map #2
- Exhibit G – Conceptual Layout

1.2 ATTACHMENTS

- Attachment 1 – Bid Submittal Form
- Attachment 2 – References Form
- Attachment 3 – Team Composition Form
- Attachment 4 – Location and Percentage of Work to be Completed Form
- Attachment 5 – Certification Debarment and Suspension Form
- Attachment 6 – Truth in Negotiation Certification

2.0 POINT OF CONTACT

Direct all inquiries to the Contracting Officer (official point of contact) listed:
Bill Ponko, CPPB, Contracting Officer
Telephone: 352-343-9489
E-mail: Bponko@lakecountyfl.gov

3.0 PRE-PROPOSAL CONFERENCE

N/A

4.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Vendors must examine all solicitation documents including the [General Terms and Conditions for Lake County Florida](#). All communication, inquiries, or requests for exceptions are to be directed to the Contracting Officer listed in Section 1.1. The last day for questions or requests for exceptions is **09/09/2021**. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the [Lake County Formal Solicitation site](#) for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the Vendor's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award. The solicitation due date is static unless notified via addendum.

Process clarification or procedure questions may be asked at any time to the Contracting Officer.

5.0 METHOD OF AWARD

Florida Statute 287.055, The Consultants' Competitive Negotiation Act, will be followed to secure the required firm. The Contracting Officer listed in Section 2.0 will be responsible for the selection process and will be the sole point of contact for all Respondents. In addition to the materials provided in the written responses to this RSQ, the County may utilize site visits or may request additional material, information, presentations or references from the Respondent(s) submitting qualifications packages.

Pursuant to Chapter 472, Florida Statutes, firms or individuals must be registered with the State of Florida and have obtained at least the minimum thresholds of education and experience required by the applicable statutes.

Respondents must exhibit compliance with the qualification standards and evaluation factors stated in Section 287.055, Florida Statutes, to be considered for award. Location, listing of subcontractors and respective percentage of use, are a listed evaluation factor under CCNA.

Each Proposal submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)
- B. Proposals will be evaluated based upon the greatest benefits to Lake County and the following criteria listed in order of descending importance: (Responsible)
 1. Firm's qualifications;
 2. Past Performance. In order to evaluate past performance, all Vendors are required to submit a list of three (3) verifiable references / relevant projects completed within the last three (3) years that are the same or similar in magnitude to this RSQ. The County may be listed as a reference. Use Attachment 2 – References Form;
 3. Proposed materials and plans to accomplish tasks;
 4. All technical specifications associated with this Solicitation;
 5. Financial Stability: A Dun and Bradstreet report may be used by the County to evaluate Vendor's financial stability. All Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

Awards will be made to the most responsive, responsible Vendor whose Proposal represents the best overall value to the County when considering all evaluation factors (no additional details).

The County reserves the right to make awards to one or more Vendors to reject any and all offers or waive any minor irregularity or technicality in Proposals received.

Proposals received before the closing date and time listed will be opened, recorded, and accepted for consideration. Vendors' names will be read aloud and recorded. Proposals will be available for inspection during normal business hours from the Office of Procurement Services

30 calendar days after the solicitation due date or after recommendation of award, whichever occurs first.

6.0 DELIVERY AND SUBMITTAL REQUIREMENTS

- A. Hand delivery of submittals will not be accepted.
- B. RESPONSES MUST BE SUBMITTED THROUGH THE SOLICITATION RESPONSE PORTAL TO BE CONSIDERED – [Click Here for the Submission Portal](#).
- C. A response will not be accepted if completed and submitted after the official due date and time.
- D. Submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Solicitation. Do not make any changes to the content or format of any form without County permission. All information must be legible.
- E. Submittal must be organized into the following sections. Create and upload a file for each section:

1. VENDOR PROFILE

Respondent is representing that each person listed or referenced in the qualifications package will be available to perform the services described for the County, barring illness, accident, or other unforeseeable events of a similar nature in which case the respondent must be able to promptly provide a qualified replacement. Any replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

- Statement of Interest & Understanding of Project.
 - Concisely state the firm's understanding of the services required by the County.
 - Include additional relevant information not requested elsewhere in the RSQ.
 - Signature on statement must be that of a person authorized to bind the firm.
- Firm Profile / Firm History.
- Provide a copy of Certified Minority Business Enterprise or Disadvantaged Business Enterprise if applicable.
- Include copies of any required licenses or permits.
 - Provide a copy of the current State of Florida Board of Professional Regulation License.
- Completed Attachment 2 – Reference Form.

2. FORMS

- Completed Attachment 1 – Submittal Form;
 - Submittal must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration.
- Proof of Sunbiz.org registration;
- Include a completed W-9 form;
- Completed Addenda issued. Failure to include signed addenda may be cause for Submittal to be considered non-responsive;
- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements;

- Complete Attachment 3 – Team Composition Form. Additional resumes or information about the proposed individuals may be attached.
- Complete Attachment 4 – Location and Percentage of Work to be Completed Form
- Complete Attachment 5 – Certification Debarment and Suspension Form
- Complete Attachment 6 – Truth in Negotiation Certificate

3. PROPOSED SOLUTION

- Provide a concise description of the approach and process to successfully complete the work to be performed including any specific staffing or equipment resources. Multiple alternate solution Proposals may be submitted with the same degree of detail.
- Provide any additional information or description of resources (including any design capabilities) supporting your firm’s qualifications for the County’s project.

4. SUBCONTRACTORS/JOINT VENTURES

- Provide a list of proposed subcontractors or joint venture arrangements that may be used on the project. Provide the same information required in the Team Composition Form for each sub-vendor or joint venture participant.

5. FINANCIAL STABILITY

- Provide a financial stability statement indicating the firm has the necessary resources (human and financial) to provide the services at the level required by the County. The County reserves the right to request a financial statement, a certified audit, or a third party prepared financial statement. The County reserves the right to use a third-party company to verify financial information provided. Provide similar information for a subcontractor or joint venture arrangement.

6. LITIGATION

- Provide information on the nature and outcome of litigation and proceedings for the previous three (3) years where the firm has been involved in any matter related to professional activities.

F. PRESENTATIONS/ POST-DISCUSSIONS AFTER PROPOSAL RESPONSE

1. The County, at its sole discretion, may ask for an oral presentation or demonstration without charge to the County. The County reserves the right to require the Vendor to demonstrate to the satisfaction of the County that the Firm has the fiscal and technical ability to furnish the requirements of the RFP. The demonstration must satisfy the County and the County will be the sole judge of compliance.
2. The County may commence contract negotiations in accordance with the method of award specified. The County reserves the right to conduct discussions with Vendors having a realistic possibility of contract award to include requests for additional information and requests for “best and final” offers.
3. Vendors must not assume they will be asked to make a presentation or asked for a “best and final” offer and must include all pertinent and required information in their original Proposal.

G. E-VERIFY

Upon award of a contract, Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of all new persons hired by the Contractor during the term of the Contract.

Contractor shall include in all contracts with subcontractors performing work pursuant to any contract arising from this solicitation an express requirement that the subcontractors utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of all new employees hired by the subcontractors during the term of the subcontract.

- H. The County is not liable or responsible for any costs incurred in responding to this Solicitation including, without limitation, costs for product or service demonstrations if requested.
- I. Interested parties may listen to the 3:01 P.M. solicitation opening by calling 1-321-332-7400, Conference ID 971 920 36# or clicking on this link: [Join Microsoft Teams Meeting](#)
- J. The County owns and retains all proprietary rights in its logos, trademarks, trade names, and copyrighted images (Intellectual Property). Nothing in this solicitation permits or shall be construed as authorization to use or display County's Intellectual Property on Respondent's submittal documents or proposal (including any exhibits attached thereto) in response to this solicitation. Unless expressly authorized in writing by County, a Respondent is not authorized and shall not make use of or display any County Intellectual Property on or in its proposal or submittals. Unauthorized use of County's Intellectual Property may constitute trademark and copyright infringement in violation of federal and state laws. It is a violation of Lake County Code Section 2-1 and deemed a second-degree misdemeanor under Florida Statutes Section 165.043.

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