

ENGINEERING AND DESIGN SERVICES OF HARTWOOD MARSH ROAD – PHASE 1
21-0921

**REQUEST FOR STATEMENT OF
QUALIFICATIONS (RSQ)**
Procurement Services website
352-343-9839
315 West Main Street, Suite 441
Tavares, Florida 32778



RSQ Number: 21-0921
Solicitation Title: ENGINEERING AND DESIGN SERVICES OF HARTWOOD MARSH ROAD – PHASE 1
Contracting Officer: Bill Ponko
CLOSING DATE: 05/27/2021
CLOSING TIME: 3:00 P.M. Eastern
PRE-PROPOSAL CONFERENCE: Not Applicable

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

Provide updates for engineering and design of Hartwood Marsh Road – Phase 1 located in the City of Clermont and unincorporated Lake County, Florida. This particular RSQ is being funded by Lake County Transportation Impact Fees. A 100% Submittal was completed in March of 2010. The 100% reports and plans are available for download at:

ftp://ftp.co.lake.fl.us/Public_Works/Engineering/Hartwood%20Marsh%20Original%20Plans%20and%20Drawings%20for%20RSQ/

COPY THE LINK INTO EXPLORER

The project consists of updating the design documents and permits for the widening of Hartwood Marsh Road to four lanes from SR 25 (US 27) to Regency Hills Drive.

The overall road project limits extend from SR 25 (US 27) east to Regency Hills Drive (Majestic Isle Drive on the plans) for approximately one mile. The typical section will not change between the original and the updated plan set. The typical section of Hartwood Marsh Road will consist of 100-foot width right of way, a four-lane urban typical section with 12-foot lanes, four-foot bike lanes, full and directional median openings and dedicated left and right turn lanes in various locations of the project. The design will also include four-foot sidewalks on both sides. Traffic signals and signing and pavement markings will be required. All proposed sidewalks, shared-used path and curb ramps will need to comply with ADA requirements. Drainage and SJRWMD permit update may be necessary. Surveying including topographic, above and below ground utilities and right of way will be required in select areas. Permitting, utility coordination and coordination with property owners may be required. The consultant shall anticipate updating roadway, drainage, survey, utilities, signals, signing and pavement markings, erosion control, right of way and applicable St. John's Water Management District permits.

Summary of plans updates:

- Update for 6-lane SR 25 (US27)
- Reduce westbound Hartwood Marsh Road at SR 25 from dual right turns, to a single right turn.
- Add an island at existing Publix entrance to create right-in/right-out condition.
- Update limits of gravity wall near Danbury Mill Blvd.
- Update limits of 10' wall along Sutherland at Kings Ridge.
- Update limits of easement and right of way at Hartwood Residential.
- Create median opening for westbound left turn into Hartwood Residential.
- Update survey at South Hancock Road for current conditions.
- Update signals at Hartwood Marsh Road and South Hancock Road.
- Update for First Baptist Church of Clermont Driveway.
- Increase eastbound left turn length for South Lake Charter Elementary.
- Update for crosswalk at South Lake Charter Elementary.
- Update for turn lanes for Hunters Run.

The Consultant will be required to attend and lead meetings with affected property owners. The Consultant will be required to coordinate with the City of Clermont and the Florida Department of Transportation District V office on plan review. Public Meeting(s) may be required.

1.1 TECHNICAL SPECIFICATIONS or SCOPE OF WORK

Refer to Exhibit A – Scope of Work for full details.

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1.2 EXHIBITS

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review the [Lake County General Terms and Conditions page](#) dated 10/10/2019.

Exhibit D – Expected Deliverables Guidelines Spreadsheet

Exhibit E – Map of Hartwood Marsh Road – Phase 1 Project

Exhibit F – Sample Agreement

1.3 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 – Truth in Negotiation Certification Form

2.0 POINT OF CONTACT

Inquiries concerning any portion of this solicitation should be directed to the Contracting Officer below who will be the official point of contact for this solicitation.

Bill Ponko, Contracting Officer

Telephone: 352-343-9839

Fax : 352.343.9473

E-mail: Bponko@lakecountyfl.gov

3.0 PROPOSED SCHEDULE

04/27/2021 Request For Statement of Qualifications Available

05/14/2021 Last Day to Receive Written Questions

05/27/2021 Solicitation Closing Date

4.0 PRE-PROPOSAL CONFERENCE

Not Applicable

5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Vendors should carefully examine this solicitation package including the [Lake County General Terms and Conditions page](#). All communication, inquiries, or requests for exceptions are to be directed to the Contracting Officer listed in Section 2.0. The last day for questions or requests for exceptions is 05/14/2021. 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 Bid 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.

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Clarification of process or procedure questions may be asked at any time to the Contracting Officer.

6.0 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.

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

Proposals received before the 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 in the Office of Procurement Services thirty (30) calendar days after the solicitation due date or after recommendation of award, whichever occurs first.

7.0 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 major 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.

2. FORMS

- Complete Attachment 1 – Bid Submittal Form;
- Completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm's Proposal. Failure to return signed addenda may be cause for Proposal to be considered non-responsive.
- Provide a completed W-9.
- Provide a copy of the current State of Florida Board of Professional Regulation License.
- Provide a Florida Department of State, Division of Corporations, Sunbiz report of the firm available from the [Sunbiz homepage](#).
- Complete Attachment 2 – Reference Form submitting at least three (3) verifiable references where the proposed solution of similar magnitude has been completed within the last three (3) years. The County may be listed as a reference.

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- Proof of Insurability. Provide either an Acord form reflecting required insurance coverage or documentation from the firm’s insurance agency stating insurability at the required insurance coverage.
- 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
- Completed Attachment 5 – Truth in Negotiation Certification Form

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.
- 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.

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.

7. OTHER INFORMATION

- Include any additional data that Vendor deems pertinent to the understanding and evaluating of the Proposal.

8.0 PRESENTATIONS/ POST-DISCUSSIONS AFTER PROPOSAL RESPONSE

- A. 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 RSQ. The demonstration must satisfy the County and the County will be the sole judge of compliance.

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- B. 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.
- C. 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.

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