



Solicitation Number: **23-916**

Solicitation Title: **MICRO RACETRACK ROAD FROM CR466A TO LAKE ELLA ROAD**

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

Last Day to Ask Questions: **05/05/2023**

CLOSING DATE: **05/17/2023**

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.

TABLE OF CONTENTS

1.0	PURPOSE OF REQUEST SOLICITATION	2
1.1	EXHIBITS	2
1.2	ATTACHMENTS	2
2.0	POINT OF CONTACT	2
3.0	PRE-PROPOSAL CONFERENCE	2
4.0	QUESTIONS, EXCEPTIONS, AND ADDENDA	2
5.0	ANTICIPATED PROCUREMENT SCHEDULE – SUBJECT TO CHANGE	3
6.0	DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM	3
7.0	METHOD OF AWARD	3
8.0	DELIVERY AND SUBMITTAL REQUIREMENTS	6

1.0 PURPOSE OF REQUEST SOLICITATION

Pursuant to Florida Statute 287.055 the Consultant's Competitive Negotiation Act (CCNA), in accordance with 40 USC 1101-1104 (Brooks Act), the County is soliciting responses from qualified firms to provide professional engineering and design services for safety improvements along **MICRO RACETRACK ROAD FROM CR466A TO LAKE ELLA ROAD** for Lake County, Florida. This project is funded by the Florida Department of Transportation (FDOT) Local Agency Program (LAP). 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 – General Terms and Conditions for Lake County Florida dated 5/6/21.

Exhibit D – Local Agency Program Federal-Aid Terms for Professional Services
Contracts - FDOT Form 375-040-84

Exhibit E – Sample Agreement

1.2 ATTACHMENTS

Attachment 1 – Submittal Form

Attachment 2 – Professional Services Commitment Form – FDOT 375-030-83

Attachment 3 – Similar Projects Form

Attachment 4 – Conflict of Interest/Confidentiality Certification for
Consultant/Contractor /Technical Advisors – FDOT Form 375-030-50

Attachment 5 – Truth in Negotiation Certification – FDOT Form 375-030-30

Attachment 6 – Public Entity Crimes Statement

Attachment 7 – Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion – FDOT Form 375-030-32

Attachment 8 – Certification for Disclosure of Lobbying for Federal-Aid Contracts –
FDOT Form 375-030-33

Attachment 9 – Disclosure of Lobbying Activities – FDOT Form 375-030-34

Attachment 10 – Drug Free Workplace Program Certification

2.0 POINT OF CONTACT

Direct all inquiries to the Contracting Officer (official point of contact) listed:

Bill Ponko, CPPO, CPPB, Senior Contracting Officer

Telephone: 352-343-9839

E-mail: Bill.Ponko@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 2.0. The last day for questions or requests for exceptions is **05/05/2023**. 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 [Formal Solicitations site \(lakecountyfl.gov\)](http://lakecountyfl.gov) 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 ANTICIPATED PROCUREMENT SCHEDULE – SUBJECT TO CHANGE

April 13, 2023..... Solicitation Issue and Advertisement Date

May 17, 2023..... Responses due in Procurement

May 31, 2023..... Public Selection Committee Meeting (shortlist to at least 3 firms)

June 15, 2023..... Discussions with shortlisted vendors and final rankings

August 18, 2023..... County begins negotiations

December 5, 2023... Contract to Board of County Commissioners for approval

6.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

FDOT and County encourage DBE firms to compete for professional services projects and encourages non-DBE consultants to use DBE firms as sub-consultants. Contract specific goals are not placed on Federal/State contracts; however, the FDOT has an overall 10.65 % goal. Use of DBE sub-consultants is not mandatory and no preference points will be given in the selection process for DBE participation. Vendors are required to indicate their intention regarding DBE participation in Attachment 2 – Professional Services Commitment Form and to submit that statement with the Proposal.

7.0 METHOD OF AWARD

Each Submittal will be evaluated for conformance as responsive and responsible using the following criteria in order of importance:

A. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)

B. The greatest benefits to Lake County as it pertains to: (Responsible)

7.1. A Selection Committee (SC) consisting of at least three (3) members will be appointed to review and evaluate responses. Procurement Services will schedule, advertise, and manage all associated SC meetings in strict consonance with County established procedures.

7.2. SC Members will receive: the solicitation, the weighted evaluation criteria scoring sheet based on the information detailed below, and the responses received. SC will individually read and review each response prior to the initial publicly advertised SC Meeting. SC will then review and discuss each response and complete own individual scoring sheet based on the criteria and weights stated below at meeting completion.

Method of Evaluation for Shortlisting Firms:

Criteria	Weight/Potential Points
Professional qualifications necessary for satisfactory performance. <ul style="list-style-type: none"> • Project manager and key members are qualified to perform the work categories on the project. • Vendor's knowledge of standards and procedures. • Project Team identified and experienced in projects of this nature and size. 	20
Specialized experience and technical competence in the type of work required. <ul style="list-style-type: none"> • Vendor has provided comparable projects they have been involved with. 	15
Past projects listed on contracts with government agencies and private industry. <ul style="list-style-type: none"> • Project Lists shows similar projects and capabilities to perform for this work. 	15
Capacity to accomplish the work within proposed completion schedule. <ul style="list-style-type: none"> • Vendor has adequate staff for this project. 	10
Understanding of the project. <ul style="list-style-type: none"> • Vendor has demonstrated understanding of key elements of the project. • Vendor has provided comparable projects they have been involved with. • Vendor is familiar with the recommendations of the PD& E Study. 	20
Approach to the project <ul style="list-style-type: none"> • Vendor has recognized and identified special circumstances on the project. • Vendor has provided logical approach to tasks and issues of the project. 	20

7.3. Scoring will be totaled by Procurement. Scores of SC will be tallied individually for each Vendor. SC scores will be converted to a ranking number for each Vendor with 1 being the highest rank, 2 the second, and so on. Rankings will be summed for a total for each Vendor. Vendor with the lowest score (highest rating) will be ranked first, the Vendor receiving the next lowest score will be ranked second, and so on until all Vendors have received a final ranking score. Tie scores are allowed. At least three (3) vendors will be short-listed via this process.

7.4. Procurement will schedule and advertise a second SC meeting and coordinate the meeting date and time with the shortlisted vendors. Meeting will provide each shortlisted vendors twenty (20) minutes to present information, with the focus on the items listed below in the "Weighted Evaluation Criteria for Final Ranking", followed by a ten (10) minute question and answer period. Vendor presentation is to be supported by a hard copy hand-out without reliance on a computer power point show. Each of the shortlisted vendors may have no more than three (3) people participating in this meeting.

Method of Evaluation for Final Ranking:

Criteria	Weight/Potential Points
Professional qualifications necessary for satisfactory performance. <ul style="list-style-type: none"> • Project manager and key members are qualified to perform the work categories on the project. • Vendor's knowledge of standards and procedures. 	30
Specialized experience and technical competence in the type of work required. <ul style="list-style-type: none"> • Vendor has provided comparable projects they have been involved with. 	10

The capacity to accomplish the work in their proposed completion schedule. <ul style="list-style-type: none"> • Vendor shall advise if there are any changes in the proposed staff for this project since their initial response. • Vendor shall confirm that their current workload is capable of meeting their proposed completion schedule for this project. 	10
Understanding of the project. <ul style="list-style-type: none"> • Vendor has demonstrated understanding of key elements of the project. • Vendor has provided comparable projects they have been involved with. 	15
Approach to the project <ul style="list-style-type: none"> • Vendor has recognized and identified special circumstances on the project • Vendor has provided logical approach to tasks and issues of the project. 	25
Quality of the Interview <ul style="list-style-type: none"> • Interview was clear and concise • Questions were appropriately answered by Vendor. 	10

7.5. Following shortlisted vendors presentations, SC will complete the scoring forms with Procurement totaling scores. Scoring for this phase will not be combined with the previous phase. SC scores will be tallied individually for each vendor. SC scores will be converted to a ranking number for each Vendor with 1 being the highest ranked, 2 the second, and so on. Rankings will be summed for a total for each Vendor. Vendor with the lowest score (highest rating) will be ranked first, Vendor receiving the next lowest score will be ranked second, and so on until all Vendors have received a final ranking score. If a tie occurs, the individual raw scores of each SC member will be totaled, one criterion at a time, beginning with the highest weighted criterion. Vendor with the higher/highest total raw score for the highest weighted criterion will be ranked ahead of the remaining tied vendors. If the total raw scores for the highest weighted criterion results in a tie, the criterion for the next highest weighted criterion's raw scores will be added, continuing with the remaining criterion in order of descending weights, until the tie is broken. Procurement will submit the final ranking information to FDOT for review and issuance of a notice to proceed with negotiations.

7.6. Contract Negotiations

Procurement Services will schedule contract negotiations with Vendor achieving the highest score during the second SC meeting. If no tentative pricing agreement can be reached with that vendor, then negotiations will terminate with that vendor and move on to the second highest ranked firm and so on throughout the "shortlist", never returning to a previously terminated firm.

Procurement Services will send a copy of the final negotiated contract to FDOT for approval. Upon approval from FDOT of the negotiated contract, a recommendation will be submitted to the Board of County Commissioners for award of the contract.

7.7. County reserves the right to reject any and all offers or waive any minor irregularity or technicality in Proposals received.

7.8. 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

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

8.0 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

- ☐ 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
- ☐ Completed W-9 form
- ☐ Include copy(ies) of Firm's current State of Florida, Board of Professional Regulation License.
- ☐ Completed Attachment 2 – Professional Services Commitment Form – FDOT Form #375-030-83, listing key personnel proposed for the project. Include a copy of each person's current State of Florida, Board of Professional Regulation License and note projects worked on similar in nature to the services requested. Additional resumes may also be attached.
 - In submitting a response to this RSQ the respondent is representing that each person listed or referenced in their response 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. In the event the respondent wishes to substitute personnel, the respondent shall propose a person with equal or higher qualifications and each 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.
- ☐ Completed Attachment 3 – Similar Projects Form. This form may be reproduced. Provide information regarding experience with similar FDOT and Federal funded projects.
 - Must be pre-qualified by FDOT for minor highway services to be provided related to this agreement.

- Right of Way Surveying & Mapping experience in accordance with FDOT standards for Right of Way Mapping.

2. Forms

- ☐ 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
- ☐ Completed Attachment 4 – Conflict of Interest/Confidentiality Certification for Consultant/Contractor /Technical Advisors – FDOT Form #375-030-50
- ☐ Completed Attachment 5 – Truth in Negotiation Certification – FDOT Form #375-030-30
- ☐ Completed Attachment 6 – Public Entity Crimes Statement
- ☐ Completed Attachment 7 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - FDOT Form 375-030-32
- ☐ Completed Attachment 8 – Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts – FDOT Form #375-030-033
- ☐ Completed Attachment 9 – Disclosure of Lobbying Activities - FDOT Form #375-030-34
- ☐ Completed Attachment 10 – Drug Free Workplace Program Certification
- ☐ Provide confirmation of no exceptions to the RSQ.
 - Requests for exceptions shall be submitted per Section 4. Questions, Exceptions, and Addenda to be considered.

3. Proposed Solution

- ☐ Provide a detailed project approach and process to successfully complete the work to be performed including any specific staffing or equipment resources.
- ☐ Provide a proposed completion schedule following COUNTY’S final completion date. Services shall begin upon written notification to proceed by COUNTY. The final completion schedule for inclusion in any resulting contract may be negotiated. The overall services period for this project will terminate at such time that all of the services have been accepted as completed by the COUNTY and then remain in effect until completion of the expressed and/or implied warranty periods
- ☐ Provide confirmation of Firm’s willingness to meet County time requirements.
 - Include a Tentative Project Schedule.

PROJECT	DATE
Project start (or NTP to Executed Engineering/Planning Firm Contract)	12/12/2023
30% Plans	6/30/2024
60% Plans	11/30/2024
90% Plans	2/31/2025
Final Plans	6/30/2025

4. 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.

5. Litigation

- ☐ 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. 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.
- G. 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](#)
- H. 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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