

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION:** Engineering Services for a Vision Zero Safety Action Plan SS4A 01/10/2024

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

Q1. For the references within the RSQ, page 2 under 5.0 Method of Award, B. 2., It states Past Performance: All vendors must submit a list of 3 verifiable references/relevant projects completed within the last 3 years and to use Attachment #2 – References Form. However, in the References Form it states to list no more than 5 projects within the last 5 years. Does the County want our projects (3 or 5) to be completed or can they be ongoing? Also, does the County want our references to be within the last 3 or 5 years?

**R1. Projects must have been completed within the last five years. The solicitation requires at three verifiable references, but firms can submit up to five references if they prefer.**

Q2. Within the work to be completed, Attachment 4, the County would like us to provide the percentage of total overall fees projected to be performed by firms located within Lake County including the Prime Consultant and Subconsultants. Does this mean the County would prefer the Prime to have a local presence or it’s subconsultants? Or is location not of concern for this contract?

**R.2 Location is not a concern.**

Q3. Does the County want the Prime firm submittal to include a price proposal, or does the County want a price proposal during the contract negotiation period?

**R3. Contract negotiations, including pricing, will begin with the highest ranked firm. See 5.0 Method of Award, D. Contract Negotiations.**

Q4. On page 7 of the RSQ, #4 Subcontractors/Joint Ventures, does the County want us to provide a list of our subconsultants in this section along with the list we’ll be providing for Attachment 3 – Team Compositions, or does the County want use to remove Section 4 altogether if we will not be a joint venture?

**R4. The information is noted in Attachment 3.**

Q5. Are there any page limits to “Proposed Solutions” listed under 3.0 of 6.0.E – Delivery and Submittal Requirements.

**R5. The County and format do not address the section tabs. However, keep responses as short as possible while still providing your total qualifications.**

Q6. Can we include an additional information section with project experience?

**R6. See RFPs Section 6.0, E, 1, 3, Proposed Solution.**

Q7. Is it possible to make Attachment 3 as unprotected? The address of the subconsultants doesn’t fully show since we can not edit the size of the cell.

**R7. See REVISED Attachment 3 – Team Composition FILLABLE Form now uploaded on the County’s website.**

Q8. On page 4 of 9 in the RSQ, the Evaluation Criteria table (Section 5.0, C., 3.) includes the following bullet point under Understanding of project: “Consultant is familiar with the recommendations of the PD&E Study.” Please clarify if this is meant to reference a specific PD&E Study such as the County Road 455 PD&E Study (2021) or the County Road 561 PD&E Study (2010).

**R8. The following sentence is removed from the RSQ: *Consultant is familiar with the recommendation of the PD&E Study.***

Q9. Please provide and/or clarify the Pricing Proposal, as it was mentioned on page 7 of 9 in the RSQ for Section 4, Subcontractors/ Joint Ventures.

**R9. The first bullet point of Section 4, Subcontractors/Joint Ventures shall now read as follows: *List of proposed subcontractors or joint venture arrangements that may be used on the project.***

Q10. In Exhibit C (page 2 of 14) under Preparation of Proposal, it mentions, “A. The pricing section of a solicitation defines requirements of items to be purchased and must be completed and submitted with the Proposal. Use of any other form or alternation of the form may result in rejection of the Proposal.” Can the County please clarify if there is a pricing form and/or section missing?

**R10. Exhibit C reflects standard solicitation language and does not apply to this RSQ.**

Q11. For Attachment 1, Submittal Form, can the language under 11.0 General Vendor Information (page 3 of 3) be changed from DUNS number to UEI number? As of April 4, 2022, the federal government stopped using the Dun &Bradstreet (D&B) Data Universal Number System (DUNS) to uniquely identify entities and will fully transition to the Unique Entity Identifier (UEI).

**R11. The DUNS number is for County use. It is preferred to have but will not deem a response unresponsive if not provided.**

Q12. Will the County negotiate the terms and conditions of the awarded contract with the selected firm?

**R12. No.**

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on vendor’s behalf.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.