

**Office of Procurement Services**

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

Solicitation Number: **25-501**Solicitation Title: **COMPREHENSIVE PLAN PROJECT FOR PLANNING & ZONING**Pre-Solicitation Conference: **See Section 3.0**

Last Day to Ask Questions: **09/24/2024**CLOSING DATE: **10/01/2024** 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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# **PURPOSE OF REQUEST SOLICITATION**

Lake County, Florida seeks competitive sealed submissions to furnish **COMPREHENSIVE PLAN PROJECT FOR PLANNING & ZONING**. This solicitation is officially posted on the County’s website exclusively.

# **EXHIBITS**

Exhibit A – Scope of Services

Exhibit B – Insurance Requirements

Exhibit C – [General Terms and Conditions for Lake County Florida](https://lakeumbraco.azurewebsites.net/media/krwgfnt0/general-terms-and-conditions-v-5-6-21-ada.pdf) dated 5/6/21.

# **ATTACHMENTS**

Attachment 1 – Submittal Form

Attachment 2 – Pricing Sheet

Attachment 3 – Team Composition Form

Attachment 4 – Reference Form

Attachment 5 – Affidavit, Contracting with Foreign Countries of Concern

Attachment 6 – Certification Regarding Debarment and Suspension

# **POINT OF CONTACT**

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

Amy Munday, Contracting Officer II

Telephone: 352-343-9839

E-mail: [Amy.Munday@lakecountyfl.gov](mailto:Amy.Munday@lakecountyfl.gov)

# **PRE-PROPOSAL CONFERENCE – N/A**

# **QUESTIONS, EXCEPTIONS, AND ADDENDA**

## Vendors must examine all solicitation content including the [General Terms and Conditions for Lake County Florida](https://lakeumbraco.azurewebsites.net/media/krwgfnt0/general-terms-and-conditions-v-5-6-21-ada.pdf).

## All communication, inquiries, or requests for exceptions shall be directed to the Contracting Officer listed in Section 4.

## The last day for questions or requests for exceptions is 00/xx/2024.

### An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation.

## No responses to questions submitted will be binding unless released in writing as an addendum to the solicitation and posted on the [Formal Solicitations site (lakecountyfl.gov)](https://c.lakecountyfl.gov/offices/procurement_services/view_all_bids.aspx?mylakefl=True) for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

## Vendors are responsible to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent submissions from being considered for award. The solicitation due date is static unless notified via addendum.

## Process or procedure questions may be asked of the Contracting Officer at any time.

# **METHOD OF AWARD**

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

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

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

### Firm’s qualifications;

### Completed Attachment 3 – Team Composition Form;

### Proposed costs / fee schedule or Proposed Team Composition Form;

### Past Performance. Submit three to five verifiable references/projects completed within five years similar in magnitude to the Solicitation. List no more than two Lake County Government projects. Use Attachment 4 – References Form;

### Proposed materials and plans to accomplish tasks;

### All technical specifications associated with this Solicitation; and

### Financial Stability: Be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

### Any additional submittal requirements.

## Award 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).

## Per Section 287.05701, Florida Statutes, the County will not request documentation of or consider a vendor’s social, political, or ideological interests when determining if the vendor is a responsible vendor.

## 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.

## Submissions received before the closing date and time listed will be opened, recorded, and accepted for consideration. Vendors’ names will be read aloud and recorded. Submittals 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.

EVALUATION PROCESS

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

## SC Members will use the solicitation’s weighted evaluation criteria scoring sheet based on the information detailed below for each of the responses received. Each member will individually read and review each response prior to the initial publicly advertised SC meeting. Committee members will review and discuss each response at the initial SC meeting and then complete individual scoring sheet based on the criteria and weights stated below.

## Weighted Evaluation Criteria for Shortlisting Firms:

|  |  |
| --- | --- |
| Criteria | Weight/Potential Points |
| Professional qualifications necessary for satisfactory performance.   * Project manager and key members are qualified to perform the work categories on the project. * Consultant’s knowledge of standards and procedures. * Project Team identified/experienced in projects of this nature and size. | 20 |
| Specialized experience and technical competence for this type of work.   * Consultant provided comparable projects they have been involved with. | 15 |
| Past projects show contracts w/ government agencies and private industry.   * Project Listing show similar projects & capabilities performed. | 15 |
| The capacity to accomplish the work in their proposed completion schedule.   * Consultant has adequate staff for this project. | 10 |
| Understanding of the project.   * Consultant demonstrated understanding of key elements of the project. * Consultant provided comparable projects they have been involved with. | 20 |
| Approach to the project   * Consultant recognized & identified special circumstances on the project. * Consultant provided logical approach to tasks and issues of the project. | 20 |

## Scoring will be totaled by Procurement. The Score of each SC member will be tallied individually for each consultant. They will then be summed for a total for each consultant. The consultant which receives the highest rating will be ranked first, the consultant receiving the next highest score will be ranked second, and so on until all consultants have received a final ranking score.

### **If needed,** a second SC meeting will be scheduled, advertised, and coordinated with the top-ranking vendors by Procurement. This meeting will provide each of the top-ranking vendors twenty (20) minutes to present information, with focus on the items listed below in the “Weighted Evaluation Criteria for Final Ranking”, followed by a ten (10) minute question and answer period. The consultant presentation is to be supported by a hard copy hand-out without reliance on a computer power point show unless directed otherwise. Each of the top-ranking vendors may have no more than three (3) people participating in this meeting.

|  |  |
| --- | --- |
| Criteria | Weight/Potential Points |
| Professional qualifications necessary for satisfactory performance.   * Project manager, key members are qualified to perform work categories. * Consultant’s knowledge of standards and procedures. | 30 |
| Specialized experience & technical competence in the type of work required.   * Consultant provided comparable projects they have been involved with. | 10 |
| The capacity to accomplish the work in their proposed completion schedule.   * Consultant shall advise if there are any changes in the proposed staff for this project since their initial response. * Consultant shall confirm that their current workload can meet their proposed completion schedule for this project. | 10 |
| Understanding of the project.   * Consultant demonstrates understanding of the project’s key elements. * Consultant provided comparable projects they have been involved with. | 15 |
| Approach to the project   * Consultant recognized & identified special circumstances on the project * Consultant provided logical approach to tasks and issues of the project. | 25 |
| Quality of the Interview   * Interview was clear and concise * Questions were appropriately answered by consultant. | 10 |

## The consultant with the higher/highest total raw score for the highest weighted criterion will be ranked ahead of the remaining consultants. If the total raw scores for the highest weighted criterion results in a tie, then 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. The ranking of the consultants will be announced based on final ranking.

## 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.

# **DELIVERY AND SUBMITTAL REQUIREMENTS**

## Hand delivery of submittals will not be accepted.

## RESPONSES MUST BE SUBMITTED THROUGH THE SOLICITATION RESPONSE PORTAL TO BE CONSIDERED – [Click Here for the Submission Portal.](https://procurement.lakecountyfl.gov/login)

## A response will not be accepted if completed and submitted after the official due date and time.

## 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.

## Submittal must be organized into the following major sections. Create and upload a file for each section:

### **Vendor Profile**

* Statement of Interest & Understanding of Project
* Firm Profile / Firm History
* Completed Attachment 4 – Reference Form
* Completed Attachment 5 – Affidavit, Contracting with Foreign Countries of Concern
* Completed Attachment 6 – Certification Regarding Debarment and Suspension
* Program Manager: List the name, business address, telephone number and e-mail address of the program manager for the project. Provide a resume of the individual’s background and skills in managing similar projects
* Include copies of any required licenses or permits

### **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](https://dos.myflorida.com/sunbiz/) registration
* 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
* Any Contractor required licenses
* Descriptive literature

### **Completed Pricing Sheet OR Subcontractors/Joint Ventures**

* Completed Attachment 2 – Pricing Sheet
* Supporting documentation for proposed pricing
* Completed Attachment 3 – Team Composition Form
* List of proposed subcontractors or joint venture arrangements that may be used on the project.

### **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.

### **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.

### **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.

### **Other Information**

* Include any additional data that would be deemed pertinent to the understanding and evaluating of the Proposal

## 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.

## 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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTc2MGM4YWYtYjcxYy00NjIxLTg3MjEtMzQzYTNiN2QyODQ1%40thread.v2/0?context=%7b%22Tid%22%3a%228499232e-a71a-45ed-aeca-64041089512e%22%2c%22Oid%22%3a%222b878da3-a65c-47a7-9def-0cf7f970014f%22%7d)

## 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 and deemed a second-degree misdemeanor under Florida Statutes Section 165.043.

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