1. **SCOPE OF SERVICES**

The Consultant shall draft Lake County’s 2050 Comprehensive Plan. Consultants shall submit proposals reflecting the Consultant has the demonstrated ability, expertise, personnel, tools, materials, and equipment necessary to draft a Comprehensive Plan with associated data inventory, analysis, and maps. The final document shall be comprehensive, internally consistent, and legally defensible. The final document shall be organized to promote ease of use providing a clear rationale for implementing land development code and map amendments.

1. **CONSULTANT RESPONSIBILITIES**
	1. Complete review of the current 2030 Lake County Comprehensive Plan and Land Development Regulations including data inventory and analysis, objectives, and policy review.
	2. Organize, advertise, and conduct resident forums/hearings, open houses, charrettes, focus groups, other avenues of public engagement and resident surveys to acquire resident input. Information gathered may include, but not be limited to, current development patterns, future development patterns/concerns including what residents believe is necessary development policy for the future.
	3. Attend the resident forums/hearings, open houses, charrettes, focus groups, other avenues of public engagement, work sessions and public meetings with the Lake County Local Planning Agency and Board of County Commissioners.
	4. Conduct a public workshop, or a series of public workshops for the purposes of educating Lake County Commissioners, staff, and the public on form-based code, Euclidian zoning, and a hybrid thereof.
	5. Develop and promote a positive branding message, in collaboration with the Lake County Communications team, to include a brand core, brand message, visual identity, brand guidelines, and a website for the 2050 Comprehensive Plan to promote public engagement in the process.
	6. Provide written documents, supporting maps, and graphics for the comprehensive plan based upon the information gathered from the public forums.
	7. Update data inventory and analysis, maps, objectives, and policies in the areas of land use, capital improvements, conservation, economic development, housing, intergovernmental coordination (JPA, ISBA), transportation, public services/facilities, environmental protection, utilities, parks & recreation facilities, schools, and property rights.
	8. Produce updated and new data and analysis primarily in graphic and tabular formats (spreadsheets, geographic information system (GIS) products, Adobe Suite and other identified formats) that can be easily updated by future Lake County staff, and that can be easily exported to public information outlets.
	9. Recommend and draft ordinance changes necessary to implement plan objective and policy updates.
	10. Review and incorporate existing policies and plans into the comprehensive plan where applicable.
	11. Work with Lake County staff, the Local Planning Agency, Board of County Commissioners, and various interested parties and stakeholders to develop a final draft of the comprehensive plan that is clear and concise, user friendly, and can be implemented to serve as a basis for enforceable Land Development Regulations.
	12. Create a comprehensive plan compliant with Chapter 163, Florida Statutes, other Florida State Statutes, and federal law.
	13. Assist Lake County staff with the transmittal of the proposed draft Comprehensive Plan and transmittal of the adopted Comprehensive Plan to the Department of Commerce.
2. **COUNTY RESPONSIBILITIES**
	1. The Office of Planning & Zoning shall provide existing documentation when requested.
	2. The Office of Planning & Zoning shall provide necessary staff support during public forums.
3. **DELIVERY REQUIREMENTS AND ACCEPTANCE**

A complete Comprehensive Plan, with the associated data inventory, analysis, and maps shall be delivered for Lake County’s review and approval by the Local Planning Agency, Board of County Commissioners, and the Florida Department of Commerce. The completed 2050 Comprehensive Plan shall be compliant with Chapter 163, Florida Statutes and all other applicable law.

1. **COMPLETION OF WORK FROM DATE OF PURCHASE ORDER**
	1. The Consultant shall state in its offer the number of calendar days from the date of the purchase order in which it will guarantee to complete the work. Time for completion may be considered a factor in determining the successful Consultant. The completion date must not exceed **1095** calendar days after date of purchase order.
	2. All work must be performed in accordance with good commercial practice. The work schedule and completion dates must be adhered to by the Consultants, except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the Consultant. In these cases, the Consultant shall notify the County of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the County.
	3. Should the awarded Consultant fail to complete the work within the number of days stated in its offer, or the “not-to-exceed” timeframe cited above, it is hereby agreed and understood the County reserves the authority to cancel the contract and secure the services of another Consultant to complete the work. If the County exercises this authority, the County will be responsible for reimbursing the Consultant for work which was completed and found acceptable to the County in accordance with the contract specifications. The County may, at its option, demand payment from the Consultant, through an invoice or credit memo, for any additional costs over and beyond the original contract price which were incurred by the County because of having to secure the services of another Consultant. If the incumbent Consultant fails to honor this invoice or credit memo, the County may terminate the contract for default.
2. **PERFORMANCE REQUIREMENTS**

The specifications and statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications or statement of work will not relieve the Consultant from performing such work where required for the satisfactory completion of the project.

**7. LABOR, MATERIALS, AND EQUIPMENT**

Unless otherwise stated in this solicitation the Consultant shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment must be of a suitable type and grade for the purpose. All material, workmanship, and equipment must be subject to the inspection and approval of the County’s Project Manager.

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