

**Office of Procurement Services**

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

RSQ Number: **25-736**Solicitation Title: **RIGHT OF WAY CONSULTANT SERVICES**Pre-Solicitation Conference: **See Section 3.0**

Last Day to Ask Questions: **05/06/2025**CLOSING DATE: **05/20/2025** 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](#_Toc196127694)

[**1.1** **QUALIFICATIONS** 2](#_Toc196127695)

[**1.2** **EXHIBITS** 2](#_Toc196127696)

[**1.3** **ATTACHMENTS** 3](#_Toc196127697)

[**2.0** **POINT OF CONTACT** 3](#_Toc196127698)

[**3.0** **PRE-PROPOSAL CONFERENCE** 3](#_Toc196127699)

[**4.0** **QUESTIONS, EXCEPTIONS, AND ADDENDA** 3](#_Toc196127700)

[**5.0** **DISADVANTAGED BUSINESSES ENTERPRISE (DBE) PROGRAM** 3](#_Toc196127701)

[**6.0** **METHOD OF AWARD** 4](#_Toc196127702)

[**7.0** **DELIVERY AND SUBMITTAL REQUIREMENTS** 6](#_Toc196127703)

# **PURPOSE OF REQUEST SOLICITATION**

Lake County, Florida seeks competitive sealed Proposals to furnish **RIGHT OF WAY CONSULTANT SERVICES** on an as-required basis. The County reserves the right to make multiple awards if deemed appropriate. Use of a continuing contract and selection of contract vendors for task assignments under a multiple award continuing contract will be in consonance with Florida Statute 287.055. This solicitation is officially posted on the County’s website <https://lakecountyfl.gov/procurement-services> exclusively.

## **QUALIFICATIONS**

Registered with the Florida State Board of Professional Engineers as a Professional Engineer is required, possessing a minimum of three years of relevant experience, and have managed and successfully completed at least one Project Development and Environment (PD&E) or comparable study, encompassing traffic analysis, roadway design and environmental engineering. Firms must demonstrate quality control organization and have qualified staff including project managers, acquisition agents, and relocation agents.

At a minimum, firms shall employ:

* One real estate broker and one real estate salesperson licensed by the State of Florida Department of Business and Professional Regulation;
* One full-time employee with a minimum of three years of demonstrated current experience in administering and providing relocation assistance for transportation projects;
* One employee, registered as a Certified Public Accountant in the State of Florida, with a minimum of three years of demonstrated professional accounting work.

Contractors must be eligible for pre-qualification by the Florida Department of Transportation (FDOT) as Professional Consultants, meeting or exceeding the minimum technical qualification standards for the applicable work categories as outlined in FAC 14-75.003.

## **EXHIBITS**

Exhibit A – Scope of Work

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.

INDEMNIFICATION (pg 9 of 14) shall now read:

The CONSULTANT will indemnify and hold harmless COUNTY, its officers, employees, and agents from liabilities, damages, losses, and costs, including but not limited to reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of CONSULTANT, its personnel, employees, and other person utilized by CONSULTANT in the performance of this agreement, including defects in design, or errors or omissions that result in material cost increases to COUNTY, pursuant to Section 725.08, Florida Statutes.  Such indemnification will include the payment of all valid (third-party) claims, losses, and judgments in connection therewith and the payment of all related fees and costs.   This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph or be deemed to affect the rights, privileges, and immunities of COUNTY as set forth in Section 768.28, Florida Statutes.

Exhibit D1 – DBE Bid Package Information – FDOT Form 275-030-11

Exhibit D2 - Form FHWA-1273

Exhibit D3 – FEMA Contract Clauses

Exhibit E – Sample Contract

## **ATTACHMENTS**

Attachment 1 – Bid Submittal Form

Attachment 2 – Team Composition Form

Attachment 3 – Similar Projects Form

Attachment 4 – Combined Affidavit – Contracting with Foreign Countries of Concern and Human Trafficking

Attachment 5 – Conflict of Interest / Confidentiality Certification

Attachment 6 - Truth in Negotiation Certification

Attachment 7 – Certification Drug Free Workplace

Attachment 8 – Byrd Anti-Lobbying Certificate

Attachment 9 – Public Entity Crimes Statement

# **POINT OF CONTACT**

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

Gretchen Bechtel, CPPB, Senior Contracting Officer

Telephone: 352-343-9765

E-mail: Gretchen.Bechtel@LakeCountyFL.gov

# **PRE-PROPOSAL CONFERENCE**

N/A

# **QUESTIONS, EXCEPTIONS, AND ADDENDA**

Vendors must examine all solicitation documents 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 are to be directed to the Contracting Officer listed in Section 2.0. The last day for questions or requests for exceptions is **05/06/2025**. 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)](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.

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.

# **DISADVANTAGED BUSINESSES 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 10.54 % 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.

# **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 in order of importance:

1. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)
2. Proposals will be evaluated based upon the greatest benefits to Lake County and the following criteria listed in order of descending importance: (Responsible)
3. Firm’s qualifications.
4. Completed Attachment 2 – Team Composition Form.
5. Past Performance. Submit a minimum of three verifiable references for projects completed within five years similar in magnitude to the Solicitation. List no more than two Lake County Government projects. Use Attachment 3 – References Form.
6. Proposed materials and plans to accomplish tasks.
7. All technical specifications associated with this Solicitation; and
8. Financial Stability: Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.
9. Any other criteria that may be specific to your Solicitation.

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.

The 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.

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.

1. EVALUATION PROCESS
2. A Selection Committee (SC) consisting of at least three (3) members will be appointed by the Procurement Director or designee to evaluate responses. Procurement Services manages all SC meetings in strict consonance with County procedures.
3. SC Members will receive the solicitation, weighted evaluation criteria scoring sheet based on the detailed information, and responses received. Members will individually review each response prior to the initial publicly advertised SC meeting. Committee members will discuss each response at the initial SC meeting and complete individual scoring sheets based on the stated criteria and weights.
4. Weighted Evaluation Criteria for Shortlisting Firms:

|  |  |
| --- | --- |
| Criteria | Weight/Potential Points |
| **Professional qualifications necessary for satisfactory performance**.   * Project Manager, key members are qualified to perform work categories. * Consultant’s qualifications demonstrate knowledge of standards/procedures. | 20 |
| **Specialized experience and technical competence of team assigned.**   * Consultant provided comparable projects as references. | 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 has assigned sufficient staff levels for the project. | 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 |

1. The Score of each SC member is tallied individually and then summed for each consultant. The consultant with the most points will be ranked first, the next highest will be ranked second, and so on until all consultants are ranked. Tie scores are allowed as at least three (3) consultants will be short-listed.
2. The second SC meeting will be with the shortlisted consultants, each provided with twenty (20) minutes to present evidence focusing on the listed “Weighted Evaluation Criteria for Final Ranking”, followed by a ten (10) minute question and answer period. Presentations can be supported by hard copy hand-outs. Shortlisted consultants may have no more than three (3) people in attendance.

|  |  |
| --- | --- |
| Criteria | Weight/Potential Points |
| **Professional qualifications necessary for satisfactory performance**.   * Project Manager, key members are qualified to perform work categories. * Consultant’s qualifications demonstrate knowledge of standards/procedures. | 30 |
| **Specialized experience & technical competence in the type of work required.**   * Project Team identified has experience in projects of this nature and size. | 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 the initial response. * Consultant shall confirm current workload can meet proposed completion schedule for this project. | 10 |
| **Understanding of the project.**   * Consultant demonstrates understanding of the project’s key elements. * Consultant demonstrates involvement in comparable projects. | 15 |
| **Approach to the project**   * Consultant recognized & identified special circumstances of 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 |

1. Scoring for this phase is separate from the previous phase. The Score of each SC member is tallied individually and then summed for each consultant. The consultant with the most points will be ranked first, the next highest will be ranked second, and so on until all consultants are ranked. In the event of a tie score, the individual raw scores of each SC member will be totaled one criterion at a time beginning with the highest weighted criterion. The consultant with the higher/highest total raw score for the highest weighted criterion will be ranked ahead of the remaining tied 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. A final ranking of the short-listed consultants will be announced based on final ranking. The County will proceed with negotiations.
2. Contract Negotiations
3. Procurement will schedule contract negotiations with the highest ranked consultant. If no pricing agreement is reached, negotiations will terminate and the County moves to the second highest ranked consultant and so on, never returning to a previously terminated negotiation consultant.
4. Final negotiated contract is submitted to the Board of County Commissioners for approval/execution.

# **DELIVERY AND SUBMITTAL REQUIREMENTS**

1. Hand delivery of submittals will not be accepted.
2. RESPONSES MUST BE SUBMITTED THROUGH THE SOLICITATION RESPONSE PORTAL TO BE CONSIDERED – [Click Here for the Submission Portal.](https://procurement.lakecountyfl.gov/login)
3. A response will not be accepted if completed and submitted after the official due date and time.
4. 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.
5. Submittal must be organized into the following 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 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
* A copy of Certified Minority Business Enterprise or Disadvantaged Business Enterprise if applicable
* Copies of any required licenses or permits
  + Provide a copy of the current State of Florida Board of Professional Regulation License.
  1. **SUBCONTRACTORS**
* Completed Attachment 2 – Team Composition Form. Additional resumes or information about the proposed individuals may be attached.
  + List of proposed subcontractor arrangements that may be used on the project. Provide the same information required in the Pricing Proposal for each sub-vendor participant.
  + Any requirement involving use of professional services identified within Section 287.055, Florida Statutes, CCNA, and falling within the continuing contracts thresholds therein stated, may be awarded by issuance of a task order under an existing contract. Subcontractors with a County contract obtained through competitive solicitation, may be utilized without limits. Combined, all subcontractors without a County contract are limited to ten percent of the task not to exceed $35,000. Departments are to request such task orders under the Procurement Automated Workflow System (PAWS). Task orders under continuing CCNA contracts are not subject to pricing competition.
* Completed Attachment 4 – Location & Percentage of Work to be Completed Form
  1. **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
* Proof of Sam.gov 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
* Completed Attachment 3 – Similar Projects Form
* Completed Attachment 4 – Combined Affidavit – Contracting with Foreign Entities and Human Trafficking
* Completed Attachment 5 – Conflict of Interest / Confidentiality Certification
* Completed Attachment 6 – Truth in Negotiation Certification
* Attachment 7 – Certification Drug Free Workplace
* Attachment 8 – Byrd Anti-Lobbying Certificate
* Attachment 9 – Public Entity Crimes Statement
* Affidavit of Compliance with Section 288.0071, Florida Statutes
  1. **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. Multiple alternate solution Proposals may be submitted with the same degree of detail.
* Any additional information or description of resources (including any design capabilities) supporting your firm’s qualifications for the County’s project.
  1. **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.
  1. **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
  1. **OTHER INFORMATION**
* Any additional data Vendor deems pertinent to the understanding and evaluating of the Proposal

1. PRESENTATIONS/ POST-DISCUSSIONS AFTER PROPOSAL RESPONSE
2. 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 Solicitation. The demonstration must satisfy the County, and the County will be the sole judge of compliance.
3. 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.
4. 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.
5. **E-VERIFY**

Upon award of a contract, Contractor shall utilize the U.S. Department of Homeland Security’s E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of all new persons hired by the Contractor during the term of the Contract.

Contractor shall include in all contracts with subcontractors performing work pursuant to any contract arising from this solicitation an express requirement that the subcontractors utilize the U.S. Department of Homeland Security’s E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of all new employees hired by the subcontractors during the term of the subcontract.

1. 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.
2. 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)
3. 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.

*[The remainder of this page intentionally left blank]*