

**Office of Procurement Services**

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

Solicitation Number: **25-747**Solicitation Title: **ENVIRONMENTAL STUDIES AND ASSESSMENTS, ON-CALL**Last Day to Ask Questions: **10/09/2025**CLOSING DATE: **10/23/2025** 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.

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# **PURPOSE OF REQUEST SOLICITATION**

Lake County, Florida invites sealed submissions to furnish **ENVIRONMENTAL STUDIES AND ASSESSMENTS, ON-CALL**. 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 Posted exclusively on the official County website <https://lakecountyfl.gov/procurement-services>.

# **QUALIFICATIONS**

# Requires a Professional Engineer licensed by the Florida Board of Professional Engineers in accordance with Chapter 471, Florida Statutes, or possess equivalent qualifications, including but not limited to, an Environmental Professional as defined in 40 CFR 312.10, a natural scientist, or a social scientist. The individual must also have at least five years of relevant, full-time professional experience conducting environmental studies for transportation projects, including experience with public involvement activities.

# **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 D – Federal Required Clauses

Exhibit E – FEMA Contract Clauses

# **ATTACHMENTS**

Attachment 1 – Submittal Form

Attachment 2 – Combined Affidavit - Foreign Entities & Human Trafficking

Attachment 3 – Team Composition Form

Attachment 4 – Certification Drugfree Workplace

Attachment 5 – Truth in Negotiation

Attachment 6 – Non-Collusion Form

Attachment 7 – Conflict of Interest Form

Attachment 8 – Public Entity Crimes Statement

Attachment 9 – Byrd Anti-Lobbying Certification

Attachment 10 – Certification of Debarment

Attachment 11 - Similar Projects

# **POINT OF CONTACT**

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

Gretchen Bechtel, CPPB, Contracting Officer

Telephone: 352-343-9765

E-mail: [Gretchen.Bechtel@lakecountyfl.gov](mailto:Gretchen.Bechtel@lakecountyfl.gov)

# **PRE-PROPOSAL CONFERENCE**

N/A

# **QUESTIONS, EXCEPTIONS, AND ADDENDA**

* 1. 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).
  2. All communication, inquiries, or requests for exceptions shall be directed to the Contracting Officer listed in this Solicitation.
  3. The last day for questions or requests for exceptions is 10/09/2025.
  4. Responses, clarifications, modifications, or changes to the Solicitation shall be issued through official addenda 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 Solicitation and any addenda, the last addendum issued will prevail.
  5. Vendors are solely responsible for ensuring receipt and acknowledgement of all addenda and any supporting documents. Failure to acknowledge each addendum may disqualify the submission from consideration. The original submission deadline remains fixed unless a change is expressly communicated via addendum.
  6. Process or procedure questions may be directed to the Contracting Officer at any time.

# **PROCUREMENT SCHEDULE ESTIMATE**

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| --- | --- | --- |
| Solicitation Issue and Advertisement Date | | Thursday, September 25, 2025 |
| Responses Due in Procurement | | Thursday, October 23, 2025 |
| Public Selection Committee (Shortlist to at least three firms) | | Thursday, November 20, 2025 |
| Presentations and Final Rankings with Shortlisted Vendors | | Thursday, December 18, 2025 |
| County Negotiations | ***From*** | Thursday, January 15, 2026 |
|  | ***To*** | Thursday, February 12, 2026 |
| Contract to Board of County Commissioners for approval | | Thursday, April 9, 2026 |

# **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 this Solicitation 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 Solicitation, 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.

Submissions will be reviewed to determine both responsiveness and responsibility, based on the following considerations:

* 1. Compliance with all submission documentation requirements as specified in this Solicitation. (Responsiveness)
  2. The highest benefit to Lake County as it pertains to: (Responsibility)
     1. Firm’s qualifications;
     2. Proposed Team Composition:
     3. Past Performance. Provide at least three verifiable references for projects completed within five years similar in magnitude to the Solicitation. List no more than two Lake County Government projects.
     4. Proposed materials and plans to accomplish tasks;
     5. Compliance with all technical requirements as specified or implied in the Solicitation;
     6. Financial Stability: Be prepared to provide a current financial statement, preferably a certified audit of the most recent fiscal year, upon request.
     7. Any additional submittal requirements.
  3. 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).
  4. In accordance with Section 287.05701, Florida Statutes, the County will not request, nor consider, any documentation related to a vendor’s social, political, or ideological interests when determining vendor responsibility.
  5. County reserves the right to: make awards to one or more vendors; reject any or all offers; waive any minor irregularities or technicalities in submitted responses.
  6. Submissions received prior to the stated closing date and time will be opened, recorded, and considered for evaluation. The names of the responding vendors will be read aloud and recorded at opening. Submittals will be available for public inspection during normal business hours at the Office of Procurement Services during nomal business hours, either thirty (30) calendar days after the Solicitation due date or after recommendation of award, whichever occurs first.
  7. Evaluation Process
     1. A Selection Committee (SC) will be appointed by the Procurement Director or designee to evaluate responses. Procurement Services manages all SC meetings in strict consonance with County procedures.
     2. SC Members (SCM) will individually read and review each response prior to the initial publicly advertised SC meeting. SCM will review and discuss each response at the initial SC meeting and complete individual scoring sheets based on the stated criteria and weights.
     3. Weighted Evaluation Criteria for Shortlisting Firms:

|  |  |
| --- | --- |
| Criteria | 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 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.
       1. If fewer than four (4) responsive and responsible proposals are received, the County reserves the right to forego convening a Selection Committee meeting for vendor shortlisting and proceed directly to the second SC meeting process.
    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. Shortlisted consultants may have no more than three (3) in attendance.

|  |  |
| --- | --- |
| Criteria | 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 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 SCM 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.
  1. Contract Negotiations
     1. Procurement will schedule contract negotiations with the consultant achieving the highest rank at the second SC meeting. If no pricing agreement is reached with that consultant, negotiations will move to the second highest ranked consultant and so on throughout the “shortlist”, never returning to the previous consultant.

# **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. Responses submitted after the official due date and time will not be accepted.
  4. Submission constitutes a binding offer to the County and acceptance of all terms and conditions specified in this Solicitation. Do not alter the content or format of any form without the County’s permission. Ensure all information is legible.
  5. Submittal must be organized into the following sections:
     1. **Vendor Profile**

The Respondent represents that each individual listed or referenced in the qualifications package will be available to perform the services described for the County, except in cases of illness, accident, or other unforeseen circumstances of a similar nature. In such events, the Respondent must promptly provide a qualified replacement. Any replacement personnel are subject to the County’s prior written approval. If the proposed substitute is deemed unsatisfactory by the County and the issue remains unresolved to the County’s satisfaction, the County reserves the right to terminate 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

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 3 – Team Composition Form
  + Resumes or information about the proposed individuals may be attached.
  + Include copies of any required licenses or permits
* 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
  + 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
* Completed W-9 form
* Completed Attachment 2 – Affidavit, Contracting with Foreign Countries of Concern
* Completed Attachment 4 – Certification Drugfree Workplace
* Completed Attachment 5 – Truth in Negotiations
* Completed Attachment 6 – Conflict of Interest
* Completed Attachment 7 – Non-Collusion Form
* Completed Attachment 8 – Public Entity Crimes Statement
* Completed Attachment 9 – Byrd Anti-Lobbying Certification
* Completed Attachment 10 – Similar Projects 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
  + 1. **Proposed Solution**
* Proposal shall be a clear, detailed outline of the approach, staffing plans, and required equipment allowing for evaluation of strategy and optimization of resources to best meet project objectives.
* 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 reflecting firm has the necessary resources to provide the services at the level required. The County reserves the right to request a financial statement, a certified audit, or a third party prepared financial statement and to use a third-party company to verify the information provided. Include similar information for subcontractors.
  + 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**
* Include any additional data that Vendor deems pertinent to the understanding and evaluating of the Proposal
  1. The County shall not be liable for any costs incurred in responding to this Solicitation including, but not limited to, expenses related to product or service demonstrations.
  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. County logos, trademarks, trade names, and copyrighted images (“Intellectual Property”) are the sole property of the County. This solicitation does not permit the use or display of any County Intellectual Property in Respondent proposals or submittals, including any attachments, except as expressly authorized in writing by County. Unauthorized use constitutes trademark and copyright infringement and is a violation subject to prosecution as a second-degree misdemeanor under Florida Statutes Section 165.043.

# **PRESENTATIONS/ POST-DISCUSSIONS**

* 1. County, at its sole discretion, may ask for an oral presentation or demonstration without charge to the County. 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.
  2. 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.
  3. 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.

1. **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.

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