

**Office of Procurement Services**

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

RSQ Number: **25-748**Solicitation Title: **RIGHT OF WAY CONSULTANT SERVICES**Pre-Solicitation Conference: **See Section 3.0**

Last Day to Ask Questions: **05/30/2025**CLOSING DATE: **06/12/2025** 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](#_Toc198621376)

[**1.0** **EXHIBITS** 2](#_Toc198621377)

[**1.1** **ATTACHMENTS** 2](#_Toc198621378)

[**2.0** **POINT OF CONTACT** 2](#_Toc198621379)

[**3.0** **PRE-PROPOSAL CONFERENCE** 2](#_Toc198621380)

[**4.0** **QUESTIONS, EXCEPTIONS, AND ADDENDA** 2](#_Toc198621381)

[**5.0** **METHOD OF AWARD** 3](#_Toc198621382)

[**6.0** **DELIVERY AND SUBMITTAL REQUIREMENTS** 3](#_Toc198621383)

# **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. This solicitation is officially posted on the County’s website <https://lakecountyfl.gov/procurement-services> exclusively.

# **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.

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 – Pricing & 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 **05/30/2025**. 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.

# **METHOD OF AWARD**

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 – Pricing 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 – Similar Projects 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 the 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.

# **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 – Pricing 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.
  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.

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