1. **BACKGROUND**

County shall establish a vendor pool of qualified consultants and multi-faceted firms to provide professional services for transportation and engineering services on an as-needed, task order basis. The selection of contract vendors for task assignments under a multiple award continuing contract will be in accordance with F.S. 287.055, in which the estimated construction cost of each individual project does not exceed $4,000,000 ($4 million), and study activities not to exceed $500,000.

Consultants selected shall be responsible for a wide range of planning, analysis, design, operations, and construction support tasks as requested by the County.All services shall be performed upon written authorization issued via task order. No work shall commence without a fully executed task order specifying the project scope, required deliverables, schedule, and purchase order or other funding authorization.

The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this solicitation. Orders may be funded in whole or in part with federal funds and is subject to federal requirements including but not limited to those set forth in 2 C.F.R. Part 200, Appendix II. Work performed shall be in strict compliance with the latest codes, standards, and practices and in accordance with Federal, State, and Local laws.

1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Provide and make available the necessary qualified personnel, facilities, and materials to perform the required services through its own employees or employees of subcontractors.
  2. Ensure compliance with funding conditions and provide support services as needed.
  3. Cooperate and assist the County with representatives of any federal or state agency, such as but not limited to, FDOT, FHWA, FEMA.
  4. Supervise and direct the work under the resulting contract(s) and all subconsultants that are utilized.
  5. Project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.
  6. Maintain regular communication with the County to ensure alignment with agency goals and project requirements.
  7. Provide all deliverables in electronic format, including plans, reports, studies, and supporting data, as required for project closeout and record-keeping.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to award contracts to one or more vendors.
  2. Reserve the right to add or remove services in conjunction with the County’s needs.
  3. Reserves the right to assign task orders at its sole discretion and may select any consultant from the vendor pool for any given task based on qualifications, availability, or other factors deemed appropriate by the County.
  4. Provide the necessary project documents required to complete the technical requirements.
  5. Reserve the right to inspect and approve all material, supplies, workmanship, and equipment for contract performance.
  6. Reserve the right to dismiss Contractor’s staff for disorderly conduct or unsatisfactory performance in accordance with contract specifications.

1. **EMERGENCY RESPONSE AND SUPPORT**

In the event of a declared emergency by the Federal Government, the State, or any Local Municipality (including but not limited to hurricanes, natural disasters, public health emergencies, and other major weather events), the Contractor shall provide full cooperation and timely assistance in satisfying all applicable federal, state, or local reimbursement requirements. The contractor shall prioritize all requests for goods and services required on a first priority basis and at the established contractual pricing.

4.1. Contractor shall provide a twenty-four (24) hour emergency contact phone number capable of receiving calls, texts, and emails. The contractor shall respond to such communications, either verbally or digitally, within one (1) hour of receipt of notification.

4.2. Upon notification of the required services, Contractor shall maintain operational readiness and remain on “standby” status for immediate response as soon as conditions are deemed safe for deployment.

4.3. The contractor shall comply with the following federal documentation requirements:

4.3.1. Submit clear before and after photographs of all work areas. Photographs must contain intact and unaltered meta-data, including date and timestamp.

4.3.2. Document the precise start and completion times corresponding to the meta-data in the before and after photographs.

4.3.2. Document a comprehensive list of all equipment used on-site, identifying the type and quantity of equipment used.

1. **OWNERSHIP OF DELIVERABLES**
   1. Any reports, specifications, drawings, blueprints, negatives, electronic files, or other documents prepared by the Consultant in the performance of its obligations shall be the exclusive property of the County.
   2. Consultant shall not use, willingly allow, or cause such materials to be used for any purpose other than performance of all Consultant’s obligations under the resulting Contract without the prior written consent of the County.
   3. Documents prepared or developed by the Contractor shall remain the property of the contractor until compensation is received for performing services and producing such documents.
   4. Contractor shall keep and maintain adequate records and support documentation for a minimum of five (5) years from the date of termination of this contract which cannot be used without written consent from the County.
   5. County agrees that the Consultant shall not be liable for damages, loss, or injury resulting from the future use of the provided documents for other than the project specified, when the Consultant is not the firm of record.
   6. County reserves the right to audit, inspect, and copy all records during regular business hours as deemed necessary during the period of any agreement and during the period of five (5) years thereafter.
2. **TECHNICAL REQUIREMENTS**
   1. **Transportation Planning**
      1. Review of traffic impact studies related to Lake County Impact Fee.
      2. Review of traffic impact study.
      3. Conduct and review the adopted Lake County Transportation Models and related transportation studies.
      4. Project development and environment studies.
      5. Review of development of regional impact studies (DRI).
      6. Transit Development Plan Update.
      7. Interregional transportation study or investigation, neighborhood studies.
      8. Concurrency reviews.
      9. Other study tasks as required.
   2. **Traffic Engineering**
      1. Arterial analysis.
      2. Preliminary engineering plans.
      3. Traffic signal warrant analysis.
      4. Traffic signal design.
      5. Traffic safety studies and design.
      6. Intersection design, sidewalk, streetlight studies and design.
      7. Traffic counts.
      8. Other tasks as needed.
      9. Roadway design.
3. **TASK ORDER AUTHORIZATION**

Task order authorization is a written document executed by both parties setting forth and authorizing professional services, tasks, or work consistent with the contract documents.

* 1. Task orders shall include:
     1. Project specific scope of work.
     2. Project completion date.
     3. Statement of hour estimate and fee schedule for services in accordance with contract pricing.
  2. No work shall commence without obtaining task order authorization.
  3. A purchase order will be issued by the County after task order authorization.

1. **SUPPLEMENTAL TASK AUTHORIZATIONS (CHANGE ORDERS)**
   1. Additional services shall be administered and authorized as supplemental task authorizations or change orders.
   2. Contractor shall not provide or perform any additional services until a written task authorization is agreed to and executed by both parties.
   3. County will not incur nor accept any obligation to compensate the contractor for any additional services performed without authorization.
   4. Supplemental Task Authorizations shall include:
      1. Scope of the additional services requested.
      2. Basis of compensation in accordance with contract pricing.
      3. Schedule for project completion.
2. **SUBCONTRACTORS**
   1. Subconsultants who perform work under the resulting Contract shall be responsible to the prime Consultant.
   2. Contractor agrees to be fully responsible for the acts and omissions of their subconsultants and of persons employed by them.
   3. There shall be no replacement of subcontractors without prior written approval from the County.
   4. All terms and conditions set forth in this solicitation including any state or federal funding agency requirements shall be incorporated in full into any subcontract awarded to a recipient performing work under any contract resulting from this solicitation.

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