

**Office of Procurement Services**

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

Solicitation Number: **25-755**Solicitation Title: **CONSTRUCTION, ENGINEERING, INSPECTION (CEI) SERVICES CITRUS GROVE ROAD PHASE II**Pre-Solicitation Conference: **n/a**

Last Day to Ask Questions: **08/05/2025**CLOSING DATE: **08/19/2025** 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**

Pursuant to Florida Statute 287.055 the Consultant’s Competitive Negotiation Act (CCNA), in accordance with 40 USC 1101-1104 (Brooks Act), the County is soliciting responses from qualified firms to provide **CONSTRUCTION, ENGINEERING, INSPECTION (CEI) SERVICES CITRUS GROVE ROAD PHASE II** for Lake County, Florida. This project is funded by a U.S. Department of Housing and Urban Development (HUD) Community Project Funding Grant Agreement. This solicitation is officially posted on the County’s website exclusively.

# **QUALIFICATIONS**

* 1. Requires a minimum of one professional engineer, registered with the Florida State Board of Professional Engineers, having at least three years of responsible experience in bridge or roadway construction inspection.
  2. Consultant shall have experience with FDOT documentation of CEI construction projects.
  3. All field technicians must be certified in the applicable Florida Department of Transportation (FDOT) certification workshops listed below:
     1. Asphalt Roadway Paving Inspector
     2. Asphalt Plant Inspector
     3. ACI Class 1 Concrete Technician
     4. Nuclear Gauge Training

Consultant and subcontractors must follow Florida Administrative Code 14-75.003 which can be found at <https://www.flrules.org/gateway/ruleno.asp?id=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

Exhibit D – HUD Federal Clauses

Exhibit E – Community Project Funding Grant Agreement B-23-CP-FL-0434

Exhibit F – Laboratory Testing and Sampling Schedule

Exhibit G – Project Location

Exhibit H - Sample Agreement CEI Citrus Grove Rd PH II

# **ATTACHMENTS**

Attachment 1 – Submittal Form

Attachment 2 – Similar Projects Form

Attachment 3 – References

Attachment 4 – Affidavit - Foreign Entities, Human Trafficking

Attachment 5 – Certification Conflict of Interest

Attachment 6 – Certification Truth in Negotiation

Attachment 7 – Certification Public Entity Crimes Statement

Attachment 8 - Certification – Debarment, Suspension, Ineligibility and Voluntary Exclusion

Attachment 9 – Certification Regarding Lobbying Activities

Attachment 10 – Certification Drug Free Workplace

# **POINT OF CONTACT**

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

Gretchen Bechtel, CPPB, Senior Contracting Officer II

Telephone: 352-343-9839

E-mail: 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.
  2. All communication, inquiries, or requests for exceptions shall be directed to the Contracting Officer listed in Section 5.
  3. The last day for questions or requests for exceptions is **08/05/2025**.
     1. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation.
  4. No responses to questions submitted will be binding 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.
  5. Vendors are responsible to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent submissions from being considered for award. The solicitation due date is static unless notified via addendum.
  6. Process or procedure questions may be asked of the Contracting Officer at any time.

# **ANTICIPATED PROCUREMENT SCHEDULE – SUBJECT TO CHANGE**

|  |  |  |
| --- | --- | --- |
| Solicitation Issue and Advertisement Date | | Tuesday, July 22, 2025 |
| Responses Due in Procurement | | Tuesday, August 19, 2025 |
| Public Selection Committee (Shortlist to at least three firms) | | Tuesday, September 9, 2025 |
| County Negotiations | ***From*** | Tuesday, November 18, 2025 |
|  | ***To*** | Tuesday, December 30, 2025 |
| Contract to Board of County Commissioners for approval | | Tuesday, May 5, 2026 |

# **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**

County encourages 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. Use of DBE sub-consultants is not mandatory, and no preference points will be given in the selection process for DBE participation.

# **METHOD OF AWARD**

Each 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. The greatest benefits to Lake County as it pertains to: (Responsible)
   1. A Selection Committee (SC) consisting of at least three (3) members will be appointed to review and evaluate responses. Procurement Services will schedule, advertise, and manage all associated SC meetings in strict consonance with County established procedures.
   2. SC Members will receive: the solicitation, the weighted evaluation criteria scoring sheet based on the information detailed below, and the responses received. SC will individually read and review each response prior to the initial publicly advertised SC Meeting. SC will then review and discuss each response and complete own individual scoring sheet based on the criteria and weights stated below at meeting completion.

Method of Technical Evaluation for Shortlisting Firms:

|  |  |
| --- | --- |
| Criteria | Weight/Potential Points |
| **Professional qualifications necessary for satisfactory performance**.   * Project manager and key members are qualified to perform the work categories on the project. * Vendor’s knowledge of standards and procedures. * Project Team identified and experienced in projects of this nature and size. | 20 |
| **Specialized experience and technical competence in the type of work required.**   * Vendor has provided comparable projects they have been involved with. | 15 |
| **Past projects listed on contracts with government agencies and private industry.**   * Project Lists shows similar projects and capabilities to perform for this work. | 15 |
| **Capacity to accomplish the work within proposed completion schedule.**   * Vendor has adequate staff for this project. | 10 |
| **Understanding of the project.**   * Vendor has demonstrated understanding of key elements of the project. * Vendor has provided comparable projects they have been involved with. | 20 |
| **Approach to the project**   * Vendor has recognized and identified special circumstances on the project. * Vendor has provided logical approach to tasks and issues of the project. | 20 |

* 1. Scoring will be totaled by Procurement. Scores of SC will be tallied individually for each Vendor. SC scores will be converted to a ranking number for each Vendor with 1 being the highest rank, 2 the second, and so on. Rankings will be summed for a total for each Vendor. Vendor with the lowest score (highest rating) will be ranked first, the Vendor receiving the next lowest score will be ranked second, and so on until all Vendors have received a final ranking score. Tie scores are allowed. At least three (3) vendors will be short-listed via this process.
  2. 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.

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.

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. Contract Negotiations

Procurement Services will schedule contract negotiations with Vendor achieving the highest score during the second SC meeting. If no tentative pricing agreement can be reached with that vendor, then negotiations will terminate with that vendor and move on to the second highest ranked firm and so on throughout the “shortlist”, never returning to a previously terminated firm.

* 1. County reserves the right to reject any and all offers or waive any minor irregularity or technicality in Proposals received.
  2. 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 major sections. Create and upload a file for each section:
     1. **Vendor Profile**
* 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
* Include copy(ies) of Firm’s current State of Florida, Board of Professional Regulation License.
* Completed Attachment 2 – Similar Projects Form. This form may be reproduced. Provide information regarding experience with similar FDOT and Federal funded projects.
* Completed Attachment 5 – Reference Form.
  + 1. **Forms**
* 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 4 – Affidavit – Foreign Entities and Human Trafficking
* Completed Attachment 5 – Certification Conflict of Interest
* Completed Attachment 6 – Certification Truth in Negotiation
* Completed Attachment 7 – Certification Public Entity Crimes Statement
* Completed Attachment 8 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
* Completed Attachment 9 – Certification Regarding Lobbying Activities
* Completed Attachment 10 – Certification Drug Free Workplace
* Provide confirmation of no exceptions to the RSQ.
  + Requests for exceptions shall be submitted per Section 7. Questions, Exceptions, and Addenda to be considered.
    1. **Proposed Solution**
* Provide a detailed project approach and process to successfully complete the work to be performed including any specific staffing or equipment resources.
  + 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. 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. 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 and deemed a second-degree misdemeanor under Florida Statutes Section 165.043.

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