1. **BACKGROUND**

Citrus Grove Road Phase II includes the existing road realignment and road widening from two lanes to four lanes. Beginning from 0.4 west of Scrub Jay Lane to west of Grassy Lake Road (Project) for a total of 0.86 miles and will complete the connection from US 27 to Montverde under the Florida Turnpike.

Phase II design is 30% complete and will be funded with the Community Project Funding Grant. The project consists of construction, engineering, and inspection (CEI) services, materials testing, and post-design engineering services. Consultant shall perform construction oversight including the obligation to assure that all verification testing is performed in accordance with the Standard Specifications for Road and Bridge Construction, 2025 or latest edition, as amended and shall meet Federal CEI Procedures.

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. **DEFINITIONS**

Definitions as defined by 2CFR200.1 apply. The following terms or pronouns used will have the following meanings:

* 1. Addendum – A modification, revision, or clarification of this RSQ.
  2. BCC Board of County Commissioners – The governing board for Lake County, Florida.
  3. Consultant – The Professional Engineer or Engineering Firm registered in the State of Florida who performs Professional Engineering Services for County, other than County personnel. The awarded respondent.
  4. CCNA – Consultants’ Competitive Negotiation Act, Florida Statute 287.055
  5. CEI – Construction, Engineering, and Inspection Services
  6. County – Lake County, Florida
  7. CPM – Critical Path Method
  8. FDOT – Florida Department of Transportation
  9. FHWA – Federal Highway Administration
  10. HUD – Housing and Urban Development
  11. RSQ – Request for Statement of Qualifications – A formal solicitation inviting proposals from qualified firms.
  12. Response – The information package submitted by qualified firms.
  13. Respondent, Consultant, Firm, You and Your – Consultant, person, firm, or corporation who submits a response.
  14. Shall, Must or Will – Indicates a mandatory requirement or condition, the material deviation from which will not be waived by County.
  15. Should or May – Are permissive in nature. Deviation from such a condition or requirement will not by itself cause automatic rejection of a qualifications package but may be a factor considered in the overall evaluation process.

1. **CONTRACTOR RESPONSIBILITIES**

Consultant shall:

* 1. Provide Construction, Engineering, and Inspection (CEI) services, materials testing, and post-design engineering services for the Projects.
  2. Perform construction oversight including the obligation to assure that all verification testing is performed in accordance with the Standard Specifications for Road and Bridge Construction, 2025 or latest edition, as amended.
  3. Provide inspection services for conformance to Plans and Specifications for all roadway, structures, and specialty items that are being incorporated into the project.
  4. Oversee the project’s Contractor to keep the project on schedule.
  5. Coordinate the relocation efforts with all utilities in the project area to include new and relocated lines.
  6. Observe, measure, and record all quantities for payment.
  7. Record field measurements into project records for renew by the County or auditors. The records will be recorded on a standard form (field book) provided by the Consultant and/or on field inspection forms to be submitted to the County.
  8. Check traffic control daily, and additionally as required or requested.
  9. Notify the Contractor of deficiencies or problems immediately.
  10. Document weekly (or as often as necessary) project traffic control on forms provided by the Consultant and distribute as required.
  11. Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field.
  12. Prepare an accurate daily record, signed by the inspector, consisting of:
      1. A record of the Contractors on the project and their personnel (number and classification).
      2. Equipment on the project (number and type or size) and movement (arriving or leaving the project), along with idle equipment.
      3. Location and work performed by each Contractor or Subcontractor.
      4. Orders given to the Contractor.
      5. Events of note on the project.
      6. Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible.
      7. Weather, amount of precipitation, temperature at morning, noon, and evening, cloudy, clear, etc.
      8. Days charged, with explanation if not charged.
      9. Any other details that may be important later in the project life.
      10. Notify the County’s Project Supervisor prior to withholding payments.
  13. Provide effective and qualified supervision of all inspection services being conducted by Consultant and sub-consultants. 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
  14. Provide a project supervisor to be available in case of an emergency and who will maintain a list of Contractor’s personnel that will be responsible for any occurrence that may arise on the project for the life of the project.
  15. Schedule, prepare the agenda, attend, and conduct a progress meeting every week with Lake County personnel, City of Minneola personnel, Contractor, sub-Contractors, utility personnel, and other agencies affected by the project during construction. The discussion should include recent progress, upcoming events in the schedule, and problems associated with the project. Record significant information revealed and discussed at the meeting and distribute written minutes to the attendees and appropriate agencies.
  16. Review and sign-off on all shop drawings and submittals.
  17. Provide written responses to the County and Contractor regarding Contractors’ Request for Information (RFI).
  18. Be available to respond within thirty (30) minutes in emergency situations or attend a meeting with less than a twenty-four (24) hour notice.
  19. Provide all necessary documents to St. Johns River Water Management District (SJRWMD), throughout permitting and construction process.
  20. Review and sign-off on the as-builts at project completion and provide certifications to all permitting agencies including SJRWMD and National Pollutant Discharge Elimination Systems (NPDES) permitting.
  21. Maintain an open format communication with the City of Minneola and their utility Contractors.
  22. Provide surveying services as needed.
  23. Provide subsurface utility engineering as needed.
  24. Provide continuous monitoring and enforcement of Maintenance of Traffic (MOT) plans (with at least one employee has completed the Advanced Maintenance of Traffic Level Training).
  25. Provide continuous monitoring and enforcement of the NPDES permit requirements.
  26. Prepare for and attend, when requested, any periodic or in-depth County inspection that may be conducted on the project related to project work, progress, or records.
  27. Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc.
  28. Monitor consultant hours worked on the project and the justified need for overtime. Prior to starting work, submit to the County a list of personnel assigned to the project for review and approval. In addition, a list of persons with emergency phone numbers should always be supplied to the County and Contractor.
  29. Provide Quality Assurance, Testing for Acceptance, and Training
      1. Monitor the testing provided by the contractor in the field as defined in the contract, plans or specifications.
      2. Document consultant testing standard FDOT type forms and distribute as required.
      3. Monitor documentation of testing by the Contractor.
      4. Field testing by the consultant includes, but is not limited to, all ACI tests for concrete including concrete plant for acceptance by the County, nuclear density testing of earthwork, base stone, asphalt, structural backfill, and pipe backfill as defined in the Standard Specifications and the County’s sampling and testing schedule specified in Section 4.
      5. The consultant will provide aggregate analysis and moisture testing for roadway embankment and base stone materials as defined in the Standard Specifications and the County’s sampling and testing schedule.
      6. Also included as the responsibility of the consultant is miscellaneous checking of application rates and dimensions and bearings to assure conformance to Plans and Specifications.
      7. In case of notification of defective concrete, asphalt or other product as defined in the Specifications, the Consultant will submit the initial information on forms provided by the Consultant and receive the final disposition of the material after review.
      8. Certifications of material submitted by the contractor will be reviewed by the consultant for conformity to the Specifications.
      9. The certification documents submitted to the County will also be reviewed for completeness and conformance to the County’s standard form of submission.
      10. A Final Materials and Tests Certification will be submitted to the Materials and Tests Manager with the Final Records.
  30. Review Progress Payments:
      1. Consultant shall review and document accurate quantities for Monthly Progress Payments from the prime contractor based on actual project field records.
      2. The quantities for payment shall be referenced to field records prior to submission to the County for payment.
      3. Test reports shall be on file prior to payment.
      4. County must approve any waiver of testing documents prior to payment.
      5. Pay quantities will be submitted to the County Project Supervisor for review and payment.
  31. Review Revisions to the Contract Plans:
      1. Anu revisions to the contract plans or cross section shall be submitted to the County for processing.
      2. Submit to the County a copy of all correspondence between the consultant, contractor, subcontractors, or others concerning matters related to the project and maintain an office file copy of submission with the project final records.
      3. Submit a compilation of final project in the FDOT standard format to the County after project completion. Make corrections when/if notified and resubmit the records and the consultant’s final payment estimate for the project at the appropriate time. Submit all final forms with the final records. Coordinate consultant hours after the project completion with the County for approval.
      4. Prepare documentation and assist in the defense of the County, when requested, in preparation for claims or possible claims resulting in the execution of the contract.
      5. Provide designated materials testing laboratory by a certified FDOT Laboratory for all applicable testing requirements. Monitor the testing to ensure all FDOT material specifications and requirements are met.
      6. Communicate on all levels of project personnel, from field inspectors striving to resolve issues at the lowest level possible and escalate, if necessary, to senior management staff. Phone and email will be the main forms of communication on a daily basis.
      7. The consultant will distribute meeting minutes after each project progress meeting and pre-activities meetings. County and firm will conduct weekly staff meetings for the project communication and utilize email and conference calls, as needed. Communication with the Contractor will take the form of weekly project progress meetings, pre-activity meetings, phone calls, e-mails, and face-to-face discussions.
      8. Ensure the Contractor’s CPM schedule is developed, implemented, and updated per the contract. Maximize MOT by coordinating with any active construction operations potentially impacting the project. Develop and review the emergency response plan during the construction phase and coordinate with the County’s plan.

1. LABORATORY TESTING AND SAMPLING SCHEDULE
   1. Refer to Exhibit F – Laboratory Testing and Sampling Schedule
2. PROJECT LOCATION
   1. Refer to Exhibit G – Project Location

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