



## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RSQ)

### ARCHITECTURAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR ANIMAL CONTROL BUILDING

<b>RSQ Number</b>	<b>18-0003</b>	<b>Senior Contracting Officer</b>	Susan Dugan
<b>Proposal Due Date</b>	<b>September 20, 2017</b>	<b>Pre-Proposal Conference</b>	Not Applicable
<b>Proposal Time</b>	<b>3:00 p.m.</b>	<b>RSQ Issue Date</b>	August 29, 2017

The County, in fulfillment of its interest and desire to realize maximum competition throughout its procurement program, invites and encourages your participation in this competitive purchasing action. If, after review of all requirements you decide not to participate in this solicitation at this time, or would prefer not to receive further notices of solicitations for services of this type, please mark the appropriate space immediately below and return this sheet only.

- Not interested at this time; please keep our firm on your List for future requests for this service.  
 Please remove our firm from your Vendor's List for this type of service.

The respondent hereby agrees to furnish the services pursuant to all requirements, specifications, and scope of services contained in this solicitation document, and further agrees that the language of this document will govern in the event of a conflict with his or her response. By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response for the services, and is in all respects fair and without collusion or fraud.

#### THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD

COMPANY NAME:		DATE:
MAILING ADDRESS:		PHONE: FAX:
CITY:	STATE:	ZIP:
SSN OR FEDERAL TAX NO:	TITLE OF AUTHORIZED REPRESENTATIVE:	
E-MAIL:	WEB URL:	
AUTHORIZED SIGNATURE:	PRINTED NAME:	

## **SECTION 1.0 – SCOPE OF WORK AND SPECIFIC CONTRACT REQUIREMENTS**

### **1.1 Purpose**

Pursuant to Florida Statute 287.055 (the Consultant’s Competitive Negotiation Act or CCNA), and the “business friendly” initiatives approved by its Board of County Commissioners, Lake County is soliciting statements of qualifications from firms qualified to provide design and applicable construction administration of a single story building for the purposes of performing animal control duties.

The contract resulting from this solicitation will be for a single project undertaking. Respondents are advised that any award under this solicitation will be by separate bilateral contract.

### **1.2 Scope of Work**

Provide architectural design and applicable construction administration of a single story building for the purposes of performing animal control duties. This facility should include, but not be limited to, the following functions:

- Public reception
- Administrative office areas
- Enclosed sally ports to aid in the handling of animals
- Multi-function meeting/training rooms.
- Animal intake/receiving areas
- Space for examination, adoption, and grooming functions.
- Animal kennels for adoption and strays
- Animal kennels for quarantine and routine observation
- Clinic spaces
- Expandability for future growth.

It is estimated at this time that the total project budget (construction, FFE, professional fees, and soft costs) for this project is less than \$5,000,000 and will include but not be limited to site development costs, parking lots, site lighting, utility extensions, landscaping, signage, security measures, low voltage, and building costs.

The selected firm/company will help coordinate and move this project forward from the design through final construction. The selected firm shall provide detailed construction plans and specifications to comply with the state and local building codes and when complete provide "as built" drawings in hard copy and electronic format.

#### **1.2.1 Minimum Work Tasks**

##### Needs Assessment & Programing

Work with County staff on the needs and uses of the building and site. Conduct meetings with staff and user groups to discuss and develop user program elements, and conceptual design.

##### Design Services

The Design Services is all architectural and engineering services for the successful construction of this project. These services include but not are limited to architectural design, civil engineering, structural engineering, mechanical engineering, electrical engineering (inclusive of low voltage and

technology needs), landscape architecture, interior design, signage design, permitting, and any other services necessary for agency approval of a design. The firm shall develop design through a coordinated effort with the County's selected Construction Manager for the project.

### Construction Administration

Evaluate and process all submittals, RFIs, change orders, pay applications and all other necessary document necessary for the construction.

### Post Construction Design Services

Review and approve all as-builts and operational and maintenance manuals.

## **1.3 Qualifying Standards**

Pursuant to Chapter 481, Florida Statutes, firms or individuals shall be registered with the State of Florida and have obtained at least the minimum thresholds of education and experience required by the applicable statutes.

Responding vendors must exhibit compliance with the qualification standards and evaluation factors stated in Section 287.055, Florida Statutes, to be considered for award under this solicitation.

## **1.4 Questions Concerning This Solicitation**

Questions concerning any portion of this RSQ should be directed in writing [fax and e-mail accepted] to the below name individual who will be the official point of contact for this RSQ. To ensure reply, questions should be submitted at least seven (7) days before the response due date.

Susan Dugan, Senior Contracting Officer  
Lake County BCC  
Office of Procurement Services  
315 W. Main Street, Room 441  
PO BOX 7800  
Tavares, FL 32778-7800

Phone: 352.343.9839, Fax: 352.343.9473 E-mail: [sdugan@lakecountyfl.gov](mailto:sdugan@lakecountyfl.gov)

Failure by a potential respondent to ask questions or request changes by the date indicated above will constitute the respondent's acceptance of the requirements set forth in this RSQ. No answers provided by any party given in response to questions submitted will be binding upon this RSQ unless released in writing as an addendum to the RSQ by the Office of Procurement Services.

## **1.5 Key Contractor Personnel**

In submitting a qualifications package, the 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. In the event the respondent wishes to substitute personnel, the respondent shall propose a person with equal or higher qualifications and each 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.

## 1.7 Prohibition Against Contingent Fees

Any contract entered into as a result of this request for response must contain the following statement.

“I, as an authorized agent of *[firm name]* warrant that *[firm name]* has not employed or retained any company or person, other than a bona fide employee working solely for *[firm name]* to solicit or secure this agreement and that *[firm name]* has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for *[firm name]* any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.”

## 1.8 Truth in Negotiation Certificate

For each contract that exceeds One Hundred Ninety-Five Thousand dollars (\$195,000.00), any organization awarded a contract must execute a truth-in-negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete, and current, at the time of contracting. Any contract requiring this certificate must contain a provision that the original contract price and any additions must be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments will be made within one (1) year following the end of the contract.

## 1.9 Insurance Requirements

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, must be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificates of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, must insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including all owned, non-owned, scheduled, and hired autos with the following minimum limits and coverage:

Combined Single Limit

\$1,000,000

Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers' compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employee	\$1,000,000
Disease-Policy Limit	\$1,000,000

Professional liability and specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value: \$ \_\_\_\_\_  
Garage Keepers Liability at coverage value: \$ \_\_\_\_\_

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, must be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificates of insurance must provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

At time of contract, the vendor will be required to provide a copy of all policy endorsements, reflecting the required coverage, with the County listed as an additional insured along with all required provisions to include waiver of subrogation. Contracts cannot be completed without this required insurance documentation. ***(Note: A simple COI WILL NOT be accepted in lieu of the policy endorsements).***

Certificates of insurance must identify the applicable RSQ number in the Description of Operations section of the Certificate. Certificate holder must be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND THE  
BOARD OF COUNTY COMMISSIONERS.  
P.O. BOX 7800  
TAVARES, FL 32778-7800

Certificates of insurance must evidence a waiver of subrogation in favor of the County, that coverage will be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

The vendor will be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the vendor's requirements.

All self-insured retentions must appear on the certificates and will be subject to approval by the County. At the option of the County, the insurer must reduce or eliminate such self-insured retentions or the vendor or subcontractor will be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County will be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention will be the sole responsibility of the vendor or subcontractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or subcontractors, nor a failure to disapprove that insurance, will relieve the vendor or subcontractors of full responsibility for liability, damages, and accidents as set forth in this RSQ or any contract arising from this RSQ.

## **SECTION 2.0 – GENERAL TERMS AND CONDITIONS**

### **2.1 Definitions**

“Request for Statements of Qualifications (RSQ)” means a formal solicitation inviting statements of qualifications.

“Response” means the information submitted by the respondent in response to this RSQ.

“Respondent” means the person, firm, or corporation who submits a response.

“County” means Lake County, Florida.

“Board of County Commissioners” or “BCC” means the governing Board of Lake County, Florida.

“Contractor” means a respondent awarded a contract from this solicitation.

“You” and “your” mean the same as the term “respondent” above.

“Shall”, “must”, or “will” are equivalent in this RSQ and indicate a mandatory requirement or condition, the material deviation from which will not be waived by the County.

“Should” or “may” are equivalent in this RSQ and 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.

### **2.2 General Qualification Guidance**

Receipt of this document does not indicate that the Procurement Services office has pre-determined your company's qualifications to receive a contract award. Such determination will be based on evaluation of your qualifications package compared to the specific requirements and qualifications contained in this document.

Section 287.055, Florida Statutes, “The Consultants’ Competitive Negotiation Act” will be followed to secure the required firm. The Contracting Officer listed on the face page 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 RSQ, the County may utilize site visits or may request additional material, information, presentations or references from the respondents that submitted qualifications packages.

### **2.3 Incurred Expenses**

This RSQ does not commit the County to make an award nor will the County be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a qualifications package or offer, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement. By submitting a qualifications package, the respondent agrees that all costs associated with the preparation of the qualifications package will be solely the respondent’s responsibility. The respondent also agrees that the County bears no responsibility for any costs associated with the preparation of the qualifications package, preparing and delivering presentations, and any administrative or judicial proceedings resulting from this solicitation process.

### **2.4 Minor Irregularities**

The County reserves the right to waive minor irregularities in submitted qualifications packages when such action is in the best interest of the County. Minor irregularities are defined as those that have no adverse effect on the County's best interests, and will not affect the outcome of the selection process by giving the respondent an advantage or benefit not enjoyed by other respondents.

### **2.5 Collusive Responses**

The respondent certifies, by submission of a response, that its response is made without any previous understanding, agreement or connection with any person, firm or corporation making a response for the same service with prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. Any evidence of collusion among respondents and prospective respondents acting to illegally restrain freedom of competition by agreement to offer a fixed price, or otherwise, will render the responses of such responders

void.

## **2.6 Conflict of Interest**

If any officer, director, or agent of your organization is also an employee of the Lake County Board of County Commissioners, then you must clearly identify in your response the name of the individuals and the position he or she holds in your organization. Further, you must disclose the names of any County employees who owns, directly or indirectly, any interest in your organization or any of its branches. This does not include stock in a publicly traded organization unless the individual holds more than a ten percent (10%) stake. You must complete and have notarized a Conflict of Interest Form (Form A-1) and include it in your qualifications package.

If there is a conflict of interest as defined above and by Chapter 112, Part III, Florida Statutes, and Code of Ethics for Public Officers and Employees, the issue will be addressed to the County Attorney Office for review and opinion whether or not the respondent can be considered for award.

## **2.7 Public Entity Crimes**

Pursuant to Section 287.132 and 287.133, Florida Statutes, the County, as a public entity, may not consider a qualifications package from, award any contract to, or transact any business in excess of the threshold amount set forth in Section 287.017, Florida Statutes, with any person or affiliate on the convicted contractor list for the time periods specified unless such person has been removed from the list pursuant to law. By submitting a qualifications package in response to this RSQ, the respondent is certifying that it is eligible for award under this solicitation pursuant to Section 287.132 and 287.133, Florida Statutes.

## **2.8 No Confidentiality of Information**

When the qualifications package is opened, it becomes a public record, except as listed below. All material submitted becomes the property of the County and may be returned only at the County's option. The County has the right to use any or all ideas presented in any reply to this ITB. Selection or rejection of a qualifications package does not affect this right.

The County is governed by the Public Records Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets as defined in Section 812.081, F.S., will be exempt from disclosure. If a respondent submits trade secret information, the information must be segregated and each pertinent page must be clearly labeled "**trade secret.**" The County will maintain the confidentiality of such trade secrets to the extent provided by law. If a respondent labels all or most pages "trade secret", the Respondent may not be considered for award.

Also pursuant to Section 119.071 (c), F.S., financial statements will be exempt from examination by anyone other than legally authorized County employees or agents. The County will maintain the confidentiality of such financial data to the extent provided by law.

## **2.9 Public Records**

Pursuant to Section 119.0701, Florida Statutes, the awarded contractor shall comply with the Florida Public Records' laws, and shall:

1. Keep and maintain public records required by the County to perform the services identified in this RSQ and any contract arising from this RSQ.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract



term and following completion of the contract if the contractor does not transfer the records to the public agency.

4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the County upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records in a format that is compatible with the information technology systems of the County.

Failure to comply with this section will be deemed a breach of the contract and enforceable as set forth in Section 119.0701, Florida Statutes.

**If the respondent has questions regarding the applicability of Chapter 119, Florida Statutes, to the respondent's duty to provide public records relating to the contract arising from this RSQ, contact the custodian of public records via the individual designated in section II of the relevant solicitation.**

#### **2.10 E-Verify**

Upon award of a contract resulting from this solicitation, the 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.

The contractor shall include in all contracts with subcontractors performing work pursuant to any contract arising from this RSQ 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 contract.

## **SECTION 3.0 – SUBMITTAL OF RESPONSE AND AWARD**

### **3.1 Response Package**

The vendor shall submit their response within a sealed envelope or package clearly marked with the vendor's name and the solicitation number on the outside of the envelope or package.

To facilitate analysis of its qualifications package, the respondent shall prepare its qualifications package in accordance with the instructions outlined in this section. If the respondent's qualifications package deviates from these instructions, such response may, in the County's sole discretion, be rejected. The County emphasizes that the respondent concentrate on accuracy, completeness, and clarity of content.

#### **3.1.1 Copies of Response**

Firms, organizations, joint ventures, or individuals interested in submitting a qualifications package (offer) in response to this RSQ must submit the following in their response:

- One (1) original response, marked "ORIGINAL",
- Five (5) copies of the response, each marked "COPY" and
- One (1) USB or CD containing one complete PDF response.

Failure to provide the required copies and information may result in the qualifications package not being considered.

#### **3.1.2 Qualifications Package Guidelines**

Economy of Presentation - Each qualifications package must be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities regarding the conditions and requirements of the specific work to be performed pursuant to this RSQ. Elaborate bindings, colored displays, and any superfluous promotional material are not desired, and at a level considered unwarranted by assigned evaluators, may serve as evidence of cost inefficiency supportive of a lower technical rating. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is mandatory that respondent follow the format and instructions contained in this RFP. The County retains the prerogative to reject any response that does not essentially conform to the stated requirements.

Cross Referencing - To the greatest extent possible, each section must be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the qualifications package. Information required for evaluation of qualifications, which is not found in its designated section, will be assumed to have been omitted from the qualifications package.

Abbreviations and Acronyms – All abbreviations and acronyms used in the qualifications package must be explained and defined upon their first usage in each section of the qualifications package.

Page Limitation, Size, and Format – Responses are limited to a total page count not to exceed 50 pages. This count includes all response content to include completed County Forms 1A, and 1 through 6, but excluding tab sheets, covers, or any County-issued addenda pages. Page size must be 8.5 x 11 inches, not including foldouts. Pages may be single-spaced. The text size should be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages must be numbered sequentially by section.

Legible tables, charts, graphs and figures must be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays must be uncomplicated, legible and must not exceed eleven (11) by seventeen (17) inches in size. Foldout pages must fold entirely within the section, and count as a single page.

Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics, and not for pages of text.

Binding and Labeling – The entirety of the qualifications package should be spiral bound on the left margin to permit the qualifications package to lie flat when opened. All response sections must be appropriately separated and tabbed. Staples must not be used.

### **3.2 Response Location, Date, and Time**

The vendor response to this solicitation, along with the specified number of copies, must be received at the specified location, date, and time specified on the front page of this solicitation. Any original response package received at the specified location after the specified date and time will not be considered and will be returned unopened to the submitter at the submitter's expense.

### **3.3 Delivery of Qualifications Packages**

Unless the Qualifications Package is delivered in person by a person from the responding organization, ALL incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (Fed-Ex, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility PRIOR to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services. Each package must be clearly marked with RSQ number, title, and company name. To be considered for award, a bid or proposal must be received and accepted in the Office of Procurement Services prior to the date and time established within the solicitation. A response will not be considered for award if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

If you plan on bringing your Qualifications Package IN PERSON, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES  
315 W. MAIN STREET  
4TH FLOOR, ROOM 441  
TAVARES, FLORIDA 32778

If you submit your Qualifications Package by the U. S. POSTAL SERVICE, please mail it to:

LAKE COUNTY PROCUREMENT SERVICES  
PO BOX 7800  
TAVARES, FL 32778-7800

If you submit your Qualifications Package by a THIRD PARTY CARRIER such as Fed-Ex, UPS, DHL, or a private courier, please addresses it to:

LAKE COUNTY PROCUREMENT SERVICES  
MAIL RECEIVING CENTER  
32400 COUNTY ROAD 473  
LEESBURG, FL 34788

NOTE: Submission via facsimile (fax) or email or other electronic media will not be accepted.

### **3.4 Organization of Response Package by TABS**

The respondent shall organize its qualifications package into the following major sections.

#### **TAB A - County's RSQ Cover Sheet and Addenda Acknowledgement**

Include page 1 of this RSQ completed along with the Addenda Acknowledgement Form.

#### **TAB B - Statement of Interest**

The statement of interest must be on the firm's letterhead, concisely state the firm's understanding of the services required by the County and be signed by a person authorized to bind the firm.

#### **TAB C – Firm Profile**

Include a completed Firm Profile Form along with a copy of the respondent's current State of Florida Board of Professional Regulation License.

#### **TAB D – Team Composition and Sub-consultants**

Include a completed Team Composition and sub-consultants Form listing the key people proposed for the County's project at the top, along with a copy of each person's current State of Florida Board of Professional Regulation License, and fill in the sub-consultant information for any proposed sub-consultants.

Additional resumes or information about the key individuals proposed on this team may be attached and will be included in the total page count.

#### **TAB E –Location and Percentage of Work to be Completed**

Complete and include a Location and Percentage of Work to be Completed Form.

#### **TAB F – Similar Projects**

Utilizing the Similar Projects Form, provide information which best illustrates current qualifications relevant to the County's project that have been/is being accomplished by personnel that will be assigned to the County's project.

#### **TAB G - Volume of Work**

Complete the Volume of Work Form so that we can look at equal distribution of projects.

### **3.5 Qualifications Package Acceptance / Rejection**

The County reserves the right to accept or reject any or all qualifications packages received as a result of this RSQ, or to negotiate separately with competing contractors. The County reserves the right to waive any informalities, defects, or irregularities in any qualifications package, or to accept that qualifications package, which in the judgment of the proper officials, is in the best interest of the County and the citizens of Lake County.

### **3.6 Public Opening of Responses on Specified Due Date**

At the date and time specified, all timely qualifications packages that have been accepted by the County will be formally opened and conditionally accepted for consideration. The names of the firms submitting packages will be read aloud and recorded. Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public openings or meetings should contact the Procurement Services office at least five (5)

days prior to the scheduled response due date.

### **3.7 Respondents Responsibility / Clarification and Addenda**

While the County has used considerable efforts to ensure an accurate representation of information in this RSQ, each prospective respondent is urged to conduct its own investigations into the material facts and the County will not be held liable or accountable for any error or omission in any part of this RSQ. It is incumbent upon each prospective respondent to carefully examine these requirements, terms, and conditions. A respondent, by submitting a qualifications package, represents that the respondent has read and understands the RSQ requirements and its response is made in accordance with the RSQ and that the respondent is familiar with the local conditions under which the awarded Respondent must perform. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information must be made in writing [fax 352-343-9473 or e-mail are acceptable] in accordance with procedures set forth in this RSQ. The County will not be responsible for any oral communication given by any employee, agent, or representative of the County. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

If the County revises (amends) this RSQ, notice will be posted on the Lake County Internet site:

[http://www.lakegovernment.com/departments/procurement\\_services/open\\_bids.aspx](http://www.lakegovernment.com/departments/procurement_services/open_bids.aspx)

You must acknowledge each addendum in your proposal. Failure to acknowledge each addendum may prevent your proposal from being considered for award. It is solely your responsibility to ensure that you have received all addenda to this RSQ before submitting your proposal.

Before submitting a qualifications package, each respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the respondent will rely. If the respondent receives an award, failure to have made such investigations and examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

### **3.8 Restricted Discussions**

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation or any part of it with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that will be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

### **3.9 Withdrawal of Qualifications Package**

You may withdraw your qualifications package or modify it at any time prior to the official response due date and time. You will be required to produce photo identification that satisfies the County prior to withdrawal or modification of your qualifications package. Negligence upon your part in preparing your qualifications package confers no right of withdrawal after the time fixed for the submission of qualifications packages.

### **3.10 Discussions and Presentations After Initial Response**

The County, at its sole discretion, may conduct discussions with, and require formal presentations by, any respondent without charge to the County. The County reserves the right to require any respondent to demonstrate to the satisfaction of the County that the respondent has the fiscal and technical ability to furnish the services or products as proposed. The County will be the sole judge of compliance in this regard. The County reserves the right to conduct discussions with any respondents which has (has) been "short-listed" as a most-qualified respondent.

Respondents are cautioned not to assume that they will be asked for discussions or a presentation and should include all pertinent and required information in their original qualifications package.

Any formal presentations that are overly elaborate and appear to rely more on the technical manner of presentation rather than on the actual content of presentation will be subject to lesser technical ranking. The discussion or presentation will be focused on the essentials of the project itself, and, unless requested by the respondent and approved by the County, will include no more than three representatives from the respondent, one of whom will be the respondent's proposed project manager for the effort to be performed. Any additional attendees must have a documented direct function in the work to be performed.

Upon completion of discussions or presentations with short-listed respondents, the County will determine which one (or more in the case of a multiple award continuing contract) of those respondents is considered the best qualified for the specific work being solicited. Pricing negotiations will then ensue with the respondents in the manner stated in Section 287.055, Florida Statutes.

### **3.11 Award of Contracts**

The County reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to make award to the response deemed to be most advantageous to the County within the selection factors and process cited within Section 287.055, Florida Statutes.

It is understood that the County is not obligated to make an award under or as a result of this RSQ or to award such contract, if any, on the basis of lowest cost or one factor alone. The County reserves the right to award such contract, if any, to the best qualified respondents.

The County has the sole discretion, and reserves the right, to cancel this RSQ, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so.

Any qualifications package that is contingent upon an award or a contract for any additional service will be rejected and not considered for an award.

In the event of default by the awarded Respondent, the County reserves the right to negotiate and award the contract to the next best qualified Respondent without any further competition.

### **3.12 Time Limit to Submit Required Award or Initial Performance Related Documentation**

Within ten (10) calendar days after County notification of intent to award, or subsequent intent to proceed, any successful respondent must furnish all deliverables or documentation required to specifically support the County intent. If any successful respondent fails to furnish the required deliverables within the required time frame, intent to award, or award to that respondent may be withdrawn and award made to the next highest rated respondent.

### **3.13 Disputes/Exceptions**

Any prospective respondent who disputes the reasonableness or appropriateness of any item within this RSQ document, any addendum to this RSQ document, notice of award or notice of rejection will set forth the specific reason and facts concerning the dispute, in writing, within five (5) business days of the County's issuance of the qualifications package document or addenda, or notice of award or rejection. The written dispute will be sent via certified mail or delivered in person to the County's Procurement Manager, who will administer the matter in the manner currently expressed in the County's formal protest procedure. However, respondents are advised that any protest based exclusively on disagreement with the technical judgment of evaluators is subject to will be rejected unless there is clear evidence of arbitrary or capricious action in that regard.

Any respondent who may have exceptions to any requirements set forth in this RSQ or the scope of work may identify the item exception is taken to, including the reason and include these items in a separately marked section of their

submitted qualifications package. Exceptions should be addressed to the assigned contracting officer in writing during the solicitation period and will be evaluated by the County personnel involved in the review and evaluation process.

FIRM PROFILE FORM

<p>1. Firm (or joint venture) Name and Primary Corporate Address</p>	<p>2. Licensed to do business in the State of Florida  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>3. Name, Title &amp; Telephone Number of Principal to Contact</p>
<p>4. Firm is <input type="checkbox"/> National <input type="checkbox"/> Regional <input type="checkbox"/> Local</p> <p>FEIN # _____</p>	<p>5. Registered to do business in the State of Florida  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Firm is a Certified Minority Business Enterprise  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>7. Please list the number of people by discipline that your firm/joint venture will commit to the County's project.</p>    	
<p>8. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:</p>    	
<p>9. Has this joint venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

TEAM COMPOSITION FORM

Role	Name and City of Residence of individual assigned to the project	Florida Active Registrations Number
Principal-in-Charge		
Professional Surveyor		
2 man field crew		
3 man field crew		
4 man field crew		
Survey Technician		
Cad Technician		
Expert Testimony Professional Surveyor		

**Sub Consultants:**

Role (i.e. Underground Utility Location, Environmental, GIS Mapping Services )	Company Name & Address of Office Handling this Project	Projected % of Over-All Work on Entire Project	Name of Individual Assigned to this Project	Firm Worked with prime before (Yes or No)	Individual Worked with prime before (Yes or No)

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? \_\_\_\_\_ yes \_\_\_\_\_ no

If the answer is yes, the respondent must attach, with their submittal, information describing the contractual relationship including a copy of any written contractual agreement.



LOCATION & PERCENTAGE OF WORK FORM

1. Specify address of Prime Consultant's designated office where the majority of work on this project will be performed:

2. Indicate percentage of total over-all project fees projected to be performed on this project by the Prime Consultant's office specified above. (Do not include percentage of fees anticipated to be performed on this project by sub-consultants)

\_\_\_\_\_ %

3. Specify address of Prime Consultant's other offices where any part of the work on this project will be performed (if applicable):

4. Indicate percentage of total over-all fees projected to be performed on this project by the office specified above. Do not include percentage of fees anticipated to be performed on this project by sub-consultants.

\_\_\_\_\_ %

5. Indicate percentage of total over-all fees projected to be performed on this project by firms located within Lake County including the prime consultant and sub-consultants, utilizing information supplied above and on Form 2.

\_\_\_\_\_ %

PROFESSIONAL PERSONNEL FOR SIMILAR PROJECTS

Work by firm or joint venture members which best illustrate current qualifications relevant to the County's project that have been/is being accomplished by personnel that will be assigned to the County's project. List no less than three (3) but no more than ten (10) projects.

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<u>10. Project Name &amp; Location</u>		<u>Project Owners Name &amp; Address</u>
<u>Project Manager:</u>		
<u>Completion Date (Actual or Estimated)</u>		<u>Project Owner's Contact Person, Title, &amp; Telephone Number</u>
<u>Estimated Cost (In Thousands)</u>		
<u>Entire Project</u>  \$	<u>Work for which firm was/is responsible</u>  \$	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible)		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible)		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Will Be Assigned to the County's Project</u>		

Volume of Work Form

List Prime Consultant's volume of work performed for the Lake County Board of County Commissioners as a prime consultant and as a sub consultant – currently and previously.

Name of Project (include continuing contracts)	Prime or Sub	Total Contracted Fee Amount	Approximate date of award of contract

**ACKNOWLEDGEMENT OF ADDENDA FORM**

**INSTRUCTIONS:** Complete Part I or Part II, whichever applies

**Part I:**

The respondent must list below the dates of issue for each addendum received in connection with this RFP:

Addendum #1, Dated: \_\_\_\_\_

Addendum #2, Dated: \_\_\_\_\_

Addendum #3, Dated: \_\_\_\_\_

**Part II:**

No Addendum was received in connection with this RSQ.