



LAKE COUNTY
FLORIDA

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RSQ)

**STRUCTURAL INSPECTION FOR THRESHOLD BUILDINGS AND
CONSTRUCTION MATERIALS TESTING FOR THE LAKE COUNTY
PARKING GARAGE AND/OR 320 WEST MAIN OFFICE BUILDING**

RSQ Number:	08-0203	Contract Number	
Issue Date:	February 15, 2008	Opening Date/Time:	March 5, 2008
Pre-Conference		Senior Contracting Officer	Donna Thielhart, CPPB

NON-RESPONSE REPLY

If you do not want to respond to this RSQ at this time or would like to be removed from the Bidder's List, please mark the appropriate space 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 Bidder'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 shall 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:

Request for Statements of Qualifications (RSQ)

Purpose: The Lake County Board of County Commissioners is soliciting statements of qualifications and letters of interest from firms qualified to provide Structural Inspections for Threshold Buildings for the Lake County Parking Garage and Construction Materials Testing for the Parking Garage and 320 West Main Street Office Building, Tavares, Florida. A copy of the Lake County Agreement is attached for your review.

SECTION 1.0 – SCOPE OF WORK

1.1 Definitions:

- A. The term “Request for Statements of Qualifications (RSQ)” means a formal solicitation inviting statements of qualifications.
- B. The term “response” means the information submitted by the respondent in response to this RSQ.
- C. The term “respondent” means the person, firm, or corporation who submits a response.
- D. The term “County” means Lake County, Florida.
- E. The term “Board of County Commissioners” or “BCC” means the governing Board of Lake County, Florida.
- F. The term “contractor” means a respondent awarded a contract from this solicitation.
- G. The terms “you” and “your” means the same as the term “respondent” above.

1.2 Procurement Rules

- A. **IMPORTANT NOTICE TO POTENTIAL RESPONDENTS:** Receipt of this document does not indicate that the Office of Procurement Services has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the opening and will be based on our evaluation of your qualifications package compared to the specific requirements and qualifications contained in this document.
- B. The County has established for purposes of this (RSQ) that the words “shall”, “must”, or “will” are equivalent in this RSQ and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the County. A deviation is material if, in the County’s sole discretion, the deficient response is not in substantial accord with this RSQ’s mandatory conditions requirements.
- C. The words “should” or “may” are equivalent in this RSQ and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a qualifications package, but may result in being considered as not in the best interest of the County.
- D. To be considered for an award, the Respondent must agree to abide by each mandatory requirement included in this RSQ.

1.3 Scope of Work:

STRUCTURAL INSPECTIONS FOR THRESHOLD BUILDING FOR THE LAKE COUNTY PARKING GARAGE
And
CONSTRUCTION MATERIALS TESTING for the LAKE COUNTY PARKING GARAGE and 320 WEST MAIN STREET OFFICE BUILDING
TAVARES, FLORIDA

STRUCTURAL INSPECTION FOR THRESHOLD BUILDINGS

You are requested to submit a proposal to perform Structural Inspections for Threshold Buildings for the Lake County Parking Garage Project in accordance with Section 553.79(5)(a), Florida Statutes.

Also, following the awarded candidate's successful completion of this scope, the County reserves the option of negotiating with that candidate for similar services for the Judicial Center Expansion Project

The potential Candidates shall review all of the relevant information to determine the scope of inspection services required. Copies of drawings and specifications can be obtained from Winter Park Blue printing company at the Candidate's expense. The address is 160 Cadace Drive, Maitland, Florida 32751. Phone number 407.647.3034 and fax number is 407.645.1462

The Structural Inspection Plan for Threshold Buildings (Structural Inspection Plan) is intended as a guide for the Special Inspector so the Lake County Parking Garage can be inspected for compliance with the Contract Documents. Pursuant to Section 553.79(5), Florida Statutes, the Structural Inspection Plan has been prepared by the Engineer of Record. The Special Inspector's local and state statutory duties are not intended to be modified by this Structural Inspection Plan. Local and state statutory requirements for Special Inspectors supersede any requirements of the Structural Inspection Plan that are in conflict. Further, the Construction Manager's contractual and statutory obligations and duties are not modified by the Special Inspector. The Construction Manager has the sole responsibility for repair or replacement of any part or portion of the structure not constructed in accordance with the Contract Documents. The Special Inspector does not replace the duties of the Building Official's Inspector nor the quality control personnel of the Construction Manager nor the duties of the County's construction materials testing agency.

The Special Inspector is obligated to both the County and the Building Official for observing that the work is executed in full accordance with the Contract Documents and the Building Code. The Contract Documents are defined as the permitted Plans and Specifications, Addenda, and Change Orders. Inspections shall be conducted in such a manner so as not to delay progress of the project.

The Special Inspector shall have all licenses required under either Chapter 471, Florida Statutes, or Chapter 481, Florida Statutes, for threshold inspectors.

The Structural Inspection Plan:

I. GENERAL

- A. The Special Inspector shall be on-site to visually inspect the structural components that cannot be visually inspected after installation or construction.
- B. The scope of the inspection shall include, but shall not necessarily be limited to, the items listed in this Structural Inspection Plan. All structural components that are related to the public health, safety or welfare are to be inspected by the Special Inspector.
- C. The Special Inspector's main function is to assure that the structural components are constructed in accordance with the Contract Documents and the Building Code. The Special Inspector shall bring items within the Contract Documents that appear to be in conflict with other items in the Contract Documents or the Building Code to the immediate attention of the Architect and Owner for clarification/resolution.
- D. The Special Inspector shall review and become familiar with approved shop, placement, and sequencing drawings prior to inspecting the work. The Special Inspector shall verify that shop, placement, and sequencing drawings specified as requiring approval have approval stamps and are approved. Approval shall be by the Architect and the Construction Manager or by the Construction Manager where the Architect's approval is not required by the specifications.
- E. The Special Inspector shall immediately notify the Construction Manager and the Owner of any part or portion of the structure not constructed in accordance with the Contract Documents and the Building Code. Deviations that are not immediately corrected and brought into conformance shall be reported to the Construction Manager in writing and copies thereof immediately submitted to the Owner, Architect and Building Official. The Special Inspector is responsible for verifying non-conforming parts or portions of the structure are corrected in conformance with the Construction Documents or in conformance with remedial drawings or procedures. Corrections in conformance with the Contract Documents require no action from the Engineer of Record. Corrections that deviate from the Contract Documents require an analysis and remedial drawings and procedures. Remedial drawings and procedures shall be prepared, and signed and sealed, by a Professional Engineer registered in the State of Florida and experienced in the type of work required. The Construction Manager shall retain the Professional Engineer who prepares the remedial drawings and procedures. Remedial drawings and procedures require review by the Engineer of Record prior to beginning remedial work.
- F. The Special Inspector shall keep a daily written record identifying type and location of structural component work being done, items inspected, deviations from the Contract Documents, record of placing and method of curing concrete, including weather, temperature, time of day and other information as required by the Building Official. A weekly progress report of daily inspections shall be submitted to Owner, Architect (include an additional copy to the attention of the Structural Engineer of Record), Construction Manager and Building Official. The weekly progress report shall be a general summary of the daily inspection reports and should not require reference to daily reports to understand the summary. Include in the weekly progress report a log of deviations reported in Item E and their current status. Corrected items are to be removed from the list after they have been indicated as corrected for two reports. Weekly progress reports shall be prepared by and be signed and sealed by the

Special Inspector. Each weekly progress report shall include a statement indicating that the inspections were performed under the Special Inspector's direct supervision and that the structural components reported are being constructed, except for the deviations noted, in accordance with the Contract Documents and the Building Code.

- G. Submit a signed and sealed Certificate of Compliance to the Building Official, Owner and Architect stating that the structural components and other work inspected by the Special Inspector complies with the Contract Documents and the Building Code. Submit Certificate upon completion of the structure and prior to the issuance of a Certificate of Occupancy.

II. AUGERED CAST-IN-PLACE PILES

- A. Verify size, reinforcement and grade locations comply with Contract Documents and approved shop drawings.
- B. Attend pre-installation conference.
- C. Confirm test pile program has been approved by Owner's Geotechnical Engineer. Confirm pile test structure has been designed by Construction Manager's registered professional engineer and that he has signed and sealed pile test structure drawings. Confirm test structure constructed in accordance with test structure drawings.
- D. Confirm testing agency and Construction Manager's Land Surveyor performing specified duties during test pile and structure pile installation. Review reports of Testing Agency and Land Surveyor for accuracy.
- E. Verify piles installed in conformance with specified requirements. Verify damaged or misplaced piles are rejected and either withdrawn or replaced. Maintain sufficient records to verify accuracy of Testing Laboratory and Land Surveyor reports. Verify each pile installed in required location.
- F. Verify that grout cylinders have been taken and handled in accordance with Contract Documents.
- G. Verify pile cut-off elevations are correct and record lengths of piles driven.
- H. Observe grout placement and installation of reinforcement.

III. EXCAVATION AND BACKFILL

- A. Verify excavation, shoring and bracing were performed in accordance with Construction Manager's foundation consultant's requirements and drawings. Verify shoring and bracing drawings are signed and sealed by Construction Manager's foundation consultant. Verify Construction Manager's foundation consultant supervises excavation, shoring and bracing work.
- B. Observe excavations, bearing strata and sub-grade preparation. Verify removal of unsuitable material.
- C. Verify required tests were performed by testing agency for compliance with the Contract Document specification material testing requirements.
- D. Verify that over-excavation, and structural fill and backfill is performed and compacted in accordance with the Contract Documents. Verify that foundation bearing areas are compacted

in accordance with specified requirements.

- E. Observe excavations of footings and verify proper size, depth and that bottom of footings do not extend below adjacent foundation elevations within a 1:1 slope.
- F. Verify utility trenches or other excavations do not extend below bottom of foundation elevations within a 1:1 slope from closest bottom edge of foundation.
- G. Verify proper drainage of excavated areas and that Construction Manager has not allowed water to accumulate in excavations.
- H. Verify drainage fill and foundation drainage systems are properly installed.
- I. Confirm waterproofing systems are in place prior to the Construction Manager beginning backfilling operations against below grade walls.

IV. SLABS-ON-GRADE

- A. Observe subgrade preparation including backfilling compaction and performance of compaction tests by testing agency prior to waterproofing system installation, and reinforcement and concrete placement.
- B. Note any alteration and subsequent replacement of subgrade materials by mechanical, electrical, or other trades during the performance of their work.
- C. Check placement of reinforcing steel and lap lengths of reinforcing steel at splice locations.
- D. Verify vapor retarder system is properly protected and installed according to manufacturer's written instructions.
- E. Verify placement of screeds to obtain proper level and thickness of slabs. Verify location of control joints and construction joints.
- F. Verify subgrade is moistened or other methods are used to prevent uneven curing of slab-on-grade. Observe concrete placement.
- G. Verify and observe slab curing procedure.

V. FORMWORK

- A. Observe general arrangement and location of forms for alignment, tightness, level, plumb and cleanness, and conformance with tolerances set forth in Contract Documents.
- B. Verify that locations of construction joints do not impair strength of structure and reinforcing continues through joint in required position. Verify specified size limitation on concrete placement not exceeded.
- C. Verify compliance with formwork shop drawings. Confirm shop drawings prepared by and signed and sealed by a professional engineer.

- D. Verify forms remain in place until specified requirements (based on concrete strength or age) for form removal has been complied with.
- E. Examine erected form work, shoring, and bracing for compliance with form work design, and that supports, fastenings, wedges, and ties are secure. Check support of forms for vertical and lateral stability.
- F. Observe forms and metal deck during concrete placement to detect abnormal deflections or other signs of distress and inform Construction Manager immediately if abnormal deflections or other signs of distress are observed.
- G. Verify formed openings are the required size as noted in the Contract Documents.
- H. Verify the use of foundation side forms where required.
- I. Review formed concrete surfaces for defects immediately after removal of forms. Verify Construction Manager repairs and patches defective areas immediately after removal of forms in accordance with specified procedures.

VI. REINFORCING

- A. Check grade, size, quantity and spacing of reinforcing bars and welded wire fabric (WWF) for conformance with Contract Documents and approved shop drawings. Immediately report non-conforming items or conflicts to Construction Manager or his designated representative before concrete is placed so that corrections may be made.
- B. Check minimum cover requirements.
- C. Check spacing of chairs and bolsters for proper support of reinforcing and WWF.
- D. Check rebar and WWF splice locations. Verify location and required length of lap for lap splices. Verify location and type of mechanical splices (compression or tension) for reinforcing requiring mechanical splices.
- E. Verify that reinforcement is free of mud, oil, excessive rust or other materials that adversely affect or reduce bond. Verify that reinforcing and WWF is adequately supported to resist displacement or shifting during concrete placement.
- F. Note proper placing of wall and column dowels. Verify that templates are used where required to maintain alignment of column dowels and reinforcing.
- G. Verify proper location, embedment, type, and threaded projection above top of concrete for anchor bolts.
- H. Verify embedments or sleeves do not interfere with the required location of reinforcing steel.

VII. JOINTS

- A. Note locations of construction or control joints in slabs. Verify that construction or control joints are located in accordance with Contract Documents or approved joint location plans.

- B. Verify location of expansion joint block outs in slab. Verify size type and location of expansion joint devices between structural elements and at supports.
- C. Verify water stops installed at construction joints in concrete elements scheduled to receive surface applied waterproofing.

VIII. OPENINGS

- A. Verify prior to concrete placement that Architect has approved openings if not shown on structural drawings. Record all slab openings.
- B. Verify placement of additional reinforcing around openings in cast-in-place concrete.
- C. Verify sleeves and blockouts installed prior to concrete placement.
- D. Verify that Architect has approved openings prior to coring or cutting opening.

IX. EMBEDDED ITEMS

- A. Verify location of conduits and pipes embedded in concrete elements are in conformance with Contract Document requirements or approved shop drawings. Verify that conduits and pipes do not disrupt the required location of reinforcing steel. Verify pipes, conduits, and sleeves do not disrupt reinforcing and that minimum cover and spacing is maintained.
- B. Verify reinforcing is not displaced beyond allowable tolerances due to location of embedded items.
- C. Verify location, type and size of embedments for precast concrete elements are in conformance with approved embedment location plans.
- D. Verify anchorage elements for structural precast panels are installed in walls or footings prior to concrete placement.

X. CONCRETE

- A. Review all aspects of transporting, handling, and placement of concrete to avoid segregation of aggregate or other effects of improper conveying of concrete.
- B. Maintain record of approved concrete mix designs and statement of intended use for each approved concrete mix design at site. Periodically inspect transit mix delivery slips to verify approved mix design and concrete design strength is supplied for structural elements being placed. Verify that elapsed time between batching and depositing of concrete is within allowable period.
- C. Verify that concrete unit weight meets the Contract Document requirements.
- D. Verify that addition of water to the concrete mix at job site is within Contract Document requirements.

- E. Observe concrete placement. Verify drop, vibration and consolidation aspects meet requirements of Contract Documents. Verify top of slab elevations, minimum slab thickness, and slopes.
- F. Verify that slump is measured in location(s) required by specification for each placement; increase frequency of slump measurements when mix consistency is in doubt.
- G. Verify that concrete test cylinders have been taken and handled in accordance with Contract Documents. Verify field cured concrete test cylinders are also stored in accordance with specified requirements.
- H. Verify that curing methods comply with Contract Document requirements. Verify concrete surfaces are finished in accordance with Contract Documents. Observe curing process and verify concrete is cured in accordance with specified requirements.
- I. Review concrete cylinder test reports. Verify that test reports accurately state the location of concrete placed. Report under strength or unusual test reports in the weekly progress report.

XI. PRECAST CONCRETE

- A. Observe structural and architectural precast units including, but not limited to, exterior wall panels, slabs, column covers, beams columns tees, walls and lintels, for structural damage or defects before installation. Verify facing mix is well integrated into back-up mix.
- B. Verify all in-plant tests required by Contract Documents have been performed. Verify in-plant concrete tests and piece marks agree with approved shop drawings.
- C. Attend Pre-Installation conferences.
- D. Confirm Testing Laboratory and Surveyor performing specified duties during installation of precast units. Review reports of Testing Laboratory and Land Surveyor for accuracy.
- E. Verify interface details between precast panels and cast-in-place walls have been coordinated.
- F. Verify bearing pad type, size, location and condition of bearing surface prior to erection of precast units.
- G. Confirm Construction Manager is providing temporary supports and bracing as required to maintain position, stability and alignment as units are being permanently connected. Confirm lifting and handling devices are removed or treated in accordance with the Contract Documents.
- H. Verify that survey has been performed for placement and accurate alignment of anchor bolts, plates or dowels in column footings, spread footings, and other supporting members.
- I. Verify anchorage elements of structural precast units installed in true and level bearing wall and foundation surfaces are within tolerances.
- J. Verify that structure and anchorage inserts not within tolerances required to erect precast units have been corrected before erecting precast elements.

- K. Verify precast connections to precast connections are in conformance with approved shop drawings. Confirm that at least two connections to structure at top and bottom of each precast panel are installed.
- L. Verify precast elements are installed in accordance with erection sequence plan.
- M. Verify that certified welders perform welded connections. Verify type of welding electrodes. Verify tests taken as called for in Contract Documents.
- N. For bolted connections, verify type of bolt, size, washers, and method of tightening.
- O. Verify panels to panel connections are performed in accordance with precast manufacturer's drawings, details, and procedures.

XII. MASONRY

- A. Verify that concrete masonry units (CMU), mortar, and grout comply with Contract Documents. Verify that prism tests are performed at specified frequencies.
- B. Verify placement of horizontal and vertical reinforcement and dowels as required by Contract Documents.
- C. Verify that cells are grouted solid at all vertical reinforcement locations; use observation holes at base of filled cells.
- D. Verify CMU lateral supports provided.
- E. Verify lintel type, size and locations.

XIII. ROOF

- A. Verify roof pitch and proper placement and installation of roof drains.
- B. Verify overflow scuppers and outlets and sized and located in accordance with the Contract Documents.

XIV. MISCELLANEOUS STEEL COMPONENTS

- A. Verify that handrails, guardrail, stairways, and elevator guide rails and beams meet requirements of Contract Documents.
- B. Verify all steel sizes, grades, locations and connections comply with Contract Documents.
- C. Verify that certified welders perform welded connections.
- D. For bolted connections, verify type of bolt, size, washers and method of tightening.
- E. Observe surface finishes.
- F. Verify roof and wall system connection components anchoring these elements to the structure, and to each other, are installed in accordance with approved shop drawings.

CONSTRUCTION MATERIALS TESTING

You are requested to submit a proposal to perform construction materials testing services for the Lake County Parking Garage and 320 West Main Street Building

Also, following the awarded candidate's successful completion of this scope, the County reserves the option of negotiating with that candidate for similar services for the Judicial Center Expansion Project

The potential Candidates shall review all of the relevant information to determine the scope of testing services required. Copies of drawings and specifications can be obtained from Winter Park Blue printing company at the Candidate's expense.

I. SCOPE

A. The materials testing scope should include all required testing as outlined in the Construction Documents. The breakdown should correspond to the specification sections and should outline all required testing in each section, including quantities for each test. In addition to the requirements listed in the specifications and drawings, the scope should include the following:

1. All anticipated travel, lodging and per diem expenses associated with the testing and inspection services provided in the scope.
2. Attendance at pre-construction meetings held at the job site.
3. Engineering review and project management expenses.
4. Administrative and report preparation expenses.
5. Reproduction and postage expenses.

B. The proposal should include a breakdown of unit cost and quantity for all items within the lump sum price.

Also include in the lump sum price, retest costs for 25% of the anticipated tests. Additional testing and inspection needs that may arise during construction that are clearly outside the original scope will be paid on a unit cost basis. Please provide a list of current services and unit prices as a part of the proposal.

II. TESTING AGENCY RESPONSIBILITIES

A. All test results and reports shall be provided to the A/E with copies sent directly to the Construction Manager. Deficiencies or deviations from design values should be identified in all reports.

B. The testing agency shall coordinate directly with the Construction Manager for scheduling of all tests.

1.4 Evaluation and Selection Process

Florida Statute 287.055 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 Respondent(s) submitting qualifications packages.

1.5 Key Contractor Personnel

In submitting a qualifications package, the Respondent is representing that each person listed or referenced in the qualifications package shall 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.

1.6 Negotiation:

The County reserves the right to negotiate any and all elements of this response.

1.7 Award Of Response:

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.

1.8 Time Limit To Submit Required Deliverables:

Within ten (10) calendar days after County notification to enter into contract, any successful respondent must furnish all deliverables required after award but prior to contracting. If any successful respondent fails to furnish the required deliverables within the required time frame, award to that respondent may be withdrawn and award made to the next highest rated respondent.

1.9 Prohibition Against Contingent Fees:

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

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

1.10 Truth In Negotiation Certificate:

For each contract that exceeds one-hundred-fifty-thousand dollars (\$150,000.00) 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 shall contain a provision that the original contract price and any additions shall 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 shall be made within one (1) year following the end of the contract.

1.11 Collusive Responses:

The respondent certifies, by submission of a response, that their 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.

1.12 Conflict Of Interest:

- A. If any officer, director, or agent of your organization is also an employee of the Lake County Board of County Commissioners, then you shall clearly identify in your response the name of the individual(s) and the position he or she holds in your organization. Further, you shall disclose the name(s) of any County employee(s) 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 shall complete and have notarized a Conflict of Interest Form (Form A-1) and include it in your qualifications package.
- B. If there is a conflict of interest as defined above and by Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, then the respondent cannot be considered for award.

SECTION 2.0 - ADMINISTRATIVE REQUIREMENTS AND INSTRUCTIONS

2.1. Request For Qualifications package Closing Date:

The original qualifications package along with the appropriate number of copies shall be sealed and delivered per instructions no later than date and time listed below. Any qualifications package received after this time will not be considered and will be returned unopened to the submitter at the submitter's expense.

2.2. Delivery of Qualifications Packages:

- A. 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-X, 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 Procurement Services Office.
- B. Each package shall be clearly marked: **RSQ #08-0203 Structural Inspection Plan and Construction Materials Testing for the Lake County Parking Garage and/or 320 West Main Office Building**
- C. 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 416
TAVARES, FLORIDA 32778
- D. 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
- E. If you submit your Qualifications Package by a **THIRD PARTY CARRIER** such as **Fed-X, UPS, DHL, or a private courier**, please address it to:
LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
416 W. MAIN STREET
TAVARES, FL 32778
- F. To be considered a Qualifications Package must be received and accepted in the Procurement Services Office prior to the official Closing date and time.
- G. Allow sufficient time for transportation and inspection.
- H. A Qualifications Package will not be considered for award if received in the Procurement Services Office after the official closing date and time regardless of when or how it was received by the Lake County Clerk of the Circuit Court Mail Receiving Center.
- I. Facsimile (fax) or electronic submissions will not be accepted.

2.3. **Public Opening:**

- A. At the date and time specified, all qualifications packages that have been timely accepted by the County will be formally opened and accepted for consideration. The names of the firms submitting qualifications packages will be read aloud and recorded.
- B. Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public openings or meetings should contact the Office of Procurement Services in Tavares 352.343.9839 at least five (5) days prior to the date.

2.4. **Questions Concerning RSQ:**

- A. Questions concerning any portion of this RSQ shall be directed in writing [fax and e-mail accepted] to the below name individual who shall be the official point of contact for this RSQ. Questions should be submitted at least seven (7) days before the closing date.
- B. Mark subject line or cover page or envelope "**Questions on RSQ -08-0203, Structural Inspection Plan and Construction Materials Testing for the Lake County Parking Garage and/or 320 West Main Office Building.**"
- C. Submit questions to:
 - Donna Thielhart, Senior Contracting Officer
 - Lake County BCC
 - Office of Procurement Services
 - 315 W. Main Street, Room 416
 - PO BOX 7800
 - Tavares, FL 32778-7800
 - Phone: 352.343.9839, Fax: 352.343.9473,
 - E-mail: dthielhart@lakecountyfl.gov
- D. Failure by a potential Respondent to ask questions or request changes by the dates indicated above shall constitute the Respondent's acceptance of the requirements set forth in this RSQ.
- E. No answers given in response to questions submitted shall be binding upon this RSQ unless released in writing as an addendum to the RSQ by the Office of Procurement Services.

2.5. **Respondents Responsibility / Clarification and Addenda:**

- A. 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 shall not be held liable or accountable for any error or omission in any part of this RSQ.
- B. It is incumbent upon each prospective Respondent to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing [fax 352.343.9473 or e-mail are acceptable] in accordance with procedures set forth herein. The County will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

- C. If the County revises (amends) this RSQ, the Lake County Office of Procurement Services notice will be posted on the Lake County Internet site:
http://www.lakegovernment.com/departments/procurement_services/open_bids.aspx
- D. You must acknowledge each amendment 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 addendums to this RSQ before submitting your proposal.
- E. A Respondent, by submitting a qualifications package represents that the Respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the Respondent is familiar with the local conditions under which the awarded Respondent must perform.
- F. 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 because of its submission, 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.

2.6 Restricted Discussions:

- A. From the date of issuance of the RSQ until final County action, the Respondent shall not discuss the RSQ or any part thereof with any employee, agent, or representative of the County except as expressly authorized by the County point of contact identified above for this solicitation. Violation of this restriction will result in REJECTION of the Respondent's qualifications package.
- B. No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any County employee. Only those communications that are in writing from the authorized County point of contact identified above shall be considered pertinent to this RSQ. Only communications from the Respondent that are signed and in writing will be recognized by the County as duly authorized expressions on behalf of the Respondent.

2.7 Conflict of Interest Disclosure:

Each Respondent shall complete and have notarized the attached disclosure form (Form A-1) of any potential conflict of interest that the Respondent may have due to ownership, other clients, contracts, or interest associated with this project.

2.8 Public Entity Crimes:

- A. 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.

- B. By submitting a qualifications package in response to this RSQ, you are certifying that Sections 287.132 and 287.133, Florida Statutes do not restrict your rights to submit a qualifications package to the County.

2.9 Qualifications Package:

- A. See Section 4: Submittal Requirements for additional requirements.
- B. The qualifications package forms shall be signed by an official authorized to legally bind the Respondent to its provisions.
- C. Terms and conditions differing from those in this RSQ shall be cause for disqualification of the qualifications package.

2.10 Withdrawal of Qualifications package:

You may withdraw your qualifications package or modify it at any time prior to the official closing date and time. You shall 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.

2.11 Presentations / Post-closing Discussions:

- A. The County, at its sole discretion, may ask any Respondent to make an oral presentation and/or demonstration 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 service(s) or product(s) as proposed. The demonstration must satisfy the County, and the County shall be the sole judge of compliance.
- B. The County reserves the right to conduct discussions with any Respondent(s) who has (have) a realistic possibility of contract award
- C. Respondents are cautioned not to assume that they will be asked to make a presentation and should include all pertinent and required information in their original qualifications package.

2.12 Minor Irregularities:

The County reserves the right to waive minor irregularities in submitted qualifications packages, providing such action is in the best interest of the County. Minor irregularities are defined as those that have not 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.

2.13 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.

2.14 Incurred Expenses:

This RSQ does not commit the County to make an award nor shall 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, you, the Respondent, agree that all costs associated with the preparation of your qualifications package will be solely your responsibility. You also agree that the County bears no responsibility for any costs associated with the preparation of the qualifications package, preparing and delivering presentations, and/or any administrative or judicial proceedings resulting from this solicitation process.

2.15 Award:

- A. 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 Respondent(s).
- B. The County has the sole discretion and reserves the right to cancel this RSQ, and to reject any and all qualifications packages, to waive any and all informalities and/or irregularities, 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.
- C. Any qualifications package that is contingent upon an award or a contract for any additional service shall be rejected and not considered for an award.
- D. 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.

2.16 Disputes/Exceptions:

- A. 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 shall set forth the specific reason and facts concerning the dispute, in writing, within five (5) business days of the receipt of the qualifications package document or notification. The written dispute shall be sent via certified mail or delivered in person to the point of contact set forth above and shall be addressed to the County, who shall review the written dispute and render a decision which shall be considered final.
- B. Any prospective Respondent who may have any exceptions to any requirements set forth in this RSQ or the scope of work may identify the item(s) that exception is taken to, including the reason and include these item(s) in a separately marked section of their submitted qualifications package. All such exceptions shall be evaluated by the County or his designee.

2.17 Minimum Qualification Requirements:

The qualification requirements set forth as the Scope of Work (Section 1) are the minimum requirements for this RSQ. They are not intended to limit competition nor specify any particular Respondent.

2.18 No Confidentiality Of Information:

- A. 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.
- B. The County is governed by the Public Record 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.
- C. Also pursuant to Section 119.07 (3) (a), 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.

SECTION 3.0 - INSURANCE REQUIREMENTS

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

3.2 A certificate of insurance indicating that the awarded Respondent (contractor) has coverage in accordance with the requirements of this section shall be furnished by the contractor to the Contracting Officer within the time period set by the County and before any work begins.

3.3 The contractor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance insuring the contractor 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 and/or obligations of the contractor under the terms and provisions of the contract.

3.4 Such policies of insurance shall insure the contractor in accordance with the following minimum limits:

- General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

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

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

Combined Single Limit	\$300,000
or	
Bodily Injury (per person)	\$100,000
Bodily Injury (per accident)	\$300,000
Property Damage	\$100,000

- Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Florida Statute, Chapter 440, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc.). If not required by law to maintain workers' compensation insurance, the contractor 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.

- Professional liability and/or 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.

3.5 Certificate(s) of Insurance

- **Lake County, A Political Subdivision Of The State Of Florida, And The Board Of County Commissioners**, shall be named as additional insured as their interest may appear on the general liability policy
- Certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the County of any change or cancellation of the required insurance.
- Certificate(s) of insurance shall identify the contract number, in the Description of Operations section of the Certificate.
- Certificate holder shall 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

- 3.6** The contractor shall be responsible for subcontractors and their insurance.
- 3.7** All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such deductible or self-insured retention; or the contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
- 3.8** All insurance companies must be authorized to transact business in the State of Florida.
- 3.9** The County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the contractor and/or subcontractor providing such insurance.
- 3.10** 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.
- 3.11** Neither approval by the County of any insurance supplied by the contractor, nor a failure to disapprove that insurance, shall relieve the contractor of full responsibility of liability, damages and accidents as set forth herein.

SECTION 4.0 – SUBMITTAL REQUIREMENTS

4.1 Firms, organizations, joint ventures, or individuals (hereafter “respondent”) interested in submitting a qualifications package (offer) in response to this RSQ shall submit one (1) original, marked "ORIGINAL," and five (5) copies, each marked "COPY," of their qualifications package for review and evaluation by the County. Failure to provide the required copies and information may result in the qualifications package not being considered.

4.2 **Economy of Presentation**

Each qualifications package shall be prepared simply and economically, providing a straightforward, concise description of the Respondent’s capabilities to satisfy the conditions and requirements of this RSQ. Fancy bindings, colored displays, and promotional material are not desired. 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 herein. The County is not liable or responsible for any costs incurred by any Respondent in responding to this RSQ including, without limitation, costs for presentations and/or demonstrations if requested.

4.3 **Qualifications package Guidelines**

A. 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 qualifications package may, in the County’s sole discretion, be rejected.

B. The County **EMPHASIZES THAT THE RESPONDENT CONCENTRATE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT**

C. Cross Referencing - To the greatest extent possible, each section shall 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.

D. Glossary of Abbreviations and Acronyms - Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective sections. If no abbreviations and/or acronyms are used, then a Glossary is not required.

E. Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall 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 shall be numbered sequentially by section.

F. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout

pages shall 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.

G. Binding and Labeling - All Sections of the qualifications package should be spiral bound, with section tabs, which shall permit the qualifications package to lie flat when opened. Staples shall not be used.

H. Electronic submission of qualifications packages is not permitted for this solicitation.

4.4 Qualifications package Sections:

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

COUNTY'S RSQ COVER SHEET

TAB –A – STATEMENT OF INTEREST: To be submitted on the firm's letterhead.

The statement of interest shall:

- Concisely state the firm's understanding of the services required by the County.
- Include additional relevant information not requested elsewhere in the RSQ.
- The signature on the statement shall be that of a person authorized to represent and bind the firm.

Tab A shall also contain a properly completed, signed, and notarized Form A-1 Conflict of Interest Disclosure Form.

TAB B – FIRM PROFILE: Complete Form 1. Attach a copy of the Firm's current State of Florida Board of Professional Regulation License.

TAB C – TEAM COMPOSITION AND SUBCONSULTANTS: Complete Form 2. List the key people proposed for the County's project along with any proposed sub consultants. Attach a copy of each person's current State of Florida Board of Professional Regulation License. Additional resumes and/or information about the individuals proposed on this team may be attached.

TAB D – LOCATION AND PERCENTAGE OF WORK TO BE COMPLETED: Complete Form 3.

TAB E – SIMILAR PROJECTS: Complete Form 4. This form may be reproduced.

TAB F – VOLUME OF WORK: Complete Form 5.

TAB G – ADDITIONAL INFORMATION: Complete Form 6.

FORM A-1

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (*printed name*) _____ am the (*title*) _____ and the duly authorized representative of the firm of (*Firm Name*) _____ whose address is _____, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; And,
3. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature:

Printed Name:

Firm Name:

Date: _____

Sworn to and described before me this _____ day of _____, 2003.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

My Commission expires

(Type of Identification)

(Printed, typed or stamped commissioned name of Notary Public)

FORM 1

FIRM PROFILE

1. Firm (or joint venture) Name & Address	1c. Licensed to do business in the State of Florida _____ Yes _____ No
	1d. Name, Title & Telephone Number of Principal to Contact
	1e. Address of office to perform work, if different from Item 1
1a. Firm is _____ National _____ Regional _____ Local FEIN # _____	
1b. Firm is a Certified Minority Business Enterprise _____ Yes _____ No	
2. Please list the number of people by discipline that your firm/joint venture will commit to the County's project.	
3. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:	
3a. Has this joint venture previously worked together? _____ Yes _____ No	

Form 2

TEAM COMPOSITION

Name of Prime Firm: _____

Role	Name and City of Residence of individual assigned to the project	Florida Active Registrations Number
Principal-in-Charge		
Project Manager		
Project Engineer (or Architect)		
Project Construction Administrator		
List other Key Members:		

Sub Consultants:

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	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 shall attach, with their submittal, information describing the contractual

relationship including a copy of any written contractual agreement.

FORM 3

LOCATION

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 office(s) 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.

_____ %

FORM 4

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 shall be assigned to the County's project. List no more than ten (10) projects.

<p>4. <u>Project Name & Location</u></p> <p><u>Project Manager:</u></p>		<p><u>Project Owners Name & Address</u></p>
<p><u>Completion Date (Actual or Estimated)</u></p>		<p><u>Project Owner's Contact Person, Title, & Telephone Number</u></p>
<p><u>Estimated Cost (In Thousands)</u></p>	<p><u>Entire Project</u></p> <p style="margin-top: 10px;">\$</p>	
<p><u>Scope of Entire Project</u> (Please give quantitative indications wherever possible)</p> 		
<p><u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible)</p> 		
<p><u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the County's Project</u></p> 		

FORM 6

Use this space to provide any additional information or description of resources (Including any design capabilities) supporting your firm's qualifications for the County's project.

The foregoing is a statement of facts.

Signature _____ Telephone Number _____

Typed Name and Title: _____