

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RSQ)**  
Procurement Services website  
352-343-9839  
315 West Main Street, Suite 441  
Tavares, Florida 32778



**RSQ Number:** 20-0920  
**Solicitation Title:** DESIGN OF EAST LAKE SPORTS AND COMMUNITY COMPLEX EXPANSION  
**Contracting Officer:** Ed Tipton  
**CLOSING DATE:** 06/24/2020  
**CLOSING TIME:** 3:00 P.M. Eastern  
**Pre-Proposal Conference:** Not Applicable

Vendors shall complete and return all information requested in Section A. Failure to submit the solicitation response by the specified time and date will result in rejection of Proposal. Failure to sign the Proposal response may be cause for rejection of the Proposal.

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**1.0 PURPOSE OF SOLICITATION**

The purpose of this Request for Statement of Qualifications (RSQ) is to solicit competitive sealed Proposals to select a Vendor to supply **DESIGN OF EAST LAKE SPORTS AND COMMUNITY COMPLEX EXPANSION** for Lake County, Florida. Pursuant to Florida Statute 287.055 (the Consultants’ Competitive Negotiation Act or CCNA), and the “business friendly” initiatives approved by its Board of County Commissioners, Lake County is soliciting statements of qualifications and letters of interest from firms qualified to provide cooperative planning, design, permitting, and development of the construction plans and bid documents (100%), and the construction administration support necessary for the construction of the expansion of the East Lake Sports and Community Complex. It is the County’s intent to award to one (1) vendor to complete the entire project.

Respondents are advised that any award under this solicitation will be by separate bilateral contract.

**1.1 EXHIBITS**

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review the [Lake County General Terms and Conditions page](#) dated 10/10/2019.

Exhibit D – Master Plan

**1.2 ATTACHMENTS**

Attachment 1 – Bid Submittal Form

Attachment 2 – References Form

Attachment 3 – Team Composition Form

Attachment 4 – Location and Percentage of Work to be Completed Form

Attachment 5 – Truth in Negotiation Certification

**2.0 POINT OF CONTACT**

Inquiries concerning any portion of this solicitation should be directed to the Contracting Officer below who will be the official point of contact for this solicitation.

Ed Tipton, CPSM, CPPO, CPPB, Senior Contracting Officer

Telephone: 352-343-9839

Fax: 352.343.9473

E-mail: [r티pton@lakecountyfl.gov](mailto:r티pton@lakecountyfl.gov)

**3.0 PROPOSED SCHEDULE**

05/20/2020..... Request For Statement of Qualifications Available

Not Applicable ..... Pre-Proposal Conference

06/17/2020..... Last Day to Receive Written Questions

06/24/2020..... Solicitation Closing Date

**4.0 PRE-PROPOSAL CONFERENCE**

Not applicable.

**5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA**

Vendors should carefully examine this solicitation package including the [Lake County General Terms and Conditions page](#). All communication, inquiries, or requests for exceptions are to be

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directed to the Contracting Officer listed in Section 2.0. The last day for questions or requests for exceptions is 06/17/2020. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the [Lake County Formal Bid site](#) for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the Vendor's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Clarification of process or procedure questions may be asked at any time to the Contracting Officer.

### **6.0 TERM OF CONTRACT**

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 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.

The Contract will commence upon the date of the purchase order or related Notice to Proceed and remain in effect until completion of the expressed and implied warranty periods.

#### **6.1 E-VERIFY**

Upon award of a contract, 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.

Contractor shall include in all contracts with subcontractors performing work pursuant to any contract arising from this solicitation 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 subcontract.

### **7.0 METHOD OF PAYMENT**

The Contractor must submit an accurate invoice to the County's using department. The date of the invoice must be after delivery but no more than thirty (30) calendar days after delivery. Invoices must reference the: purchase or task order; delivery date, delivery location, and corresponding packing slip or delivery ticket signed by a County representative at the time of acceptance. Failure to submit invoices in the prescribed manner will delay payment.

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Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within forty-five (45) days from receipt by the appropriate County using department. The County will pay interest not to exceed one percent (1%) per month on all undisputed invoices not paid within thirty (30) days after the due date.

### 8.0 METHOD OF AWARD

Florida Statute 287.055, The Consultants' Competitive Negotiation Act, will be followed to secure the required firm. The Contracting Officer listed in Section 2.0 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.

Pursuant to Chapter 472, Florida Statutes, firms or individuals must be registered with the State of Florida and have obtained at least the minimum thresholds of education and experience required by the applicable statutes.

Respondents must exhibit compliance with the qualification standards and evaluation factors stated in Section 287.055, Florida Statutes, to be considered for award. Location, listing of subcontractors and respective percentage of use, are a listed evaluation factor under CCNA.

Each Proposal submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)
- B. Proposals will be evaluated based upon the greatest benefits to Lake County and the following criteria listed in order of descending importance: (Responsible)
  - 1. Firm's qualifications;
  - 2. Past Performance. In order to evaluate past performance, all Vendors are required to submit a list of three (3) verifiable references / relevant projects completed within the last three (3) years that are the same or similar in magnitude to this RSQ. The County may be listed as a reference. Use Attachment 2 – References Form;
  - 3. Proposed materials and plans to accomplish tasks;
  - 4. All technical specifications associated with this Solicitation; and
  - 5. Financial Stability: A Dun and Bradstreet report may be used by the County to evaluate Vendor's financial stability. All Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

Awards will be made to the most responsive, responsible, Vendor whose Proposal represents the best overall value to the County when considering all evaluation factors.

The County reserves the right to make awards to one or more Vendors and to reject any and all offers or waive any minor irregularity or technicality in Proposals received.

Proposals received before the date and time listed will be opened, recorded, and accepted for consideration. Vendors' names will be read aloud and recorded. Proposals will be available

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for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the solicitation due date or after recommendation of award, whichever occurs first.

### 9.0 DELIVERY OF PROPOSAL

- A. DO NOT RESPOND TO THIS SOLICITATION ON-LINE. Submittals must be sealed and clearly marked with SOLICITATION NAME, NUMBER, and firm name. **Faxes, e-mails, or hand delivery of bids will not be accepted.**

Submittals must be in the Lake County Office of Procurement Services, Room 441, Fourth Floor, 315 W. Main Street, Tavares, FL 32778-7800, no later than 3:00 P.M., Eastern Time on the date specified in the Solicitation or any addenda. Submittals received after this time, regardless of circumstance, will not be considered.

- B. All submittals must be received in the Mail Receiving Center at least one day before bid closing to allow enough time for transportation and inspection.
- C. Bids are opened and inspected by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site controlled facility prior to delivery to the Office of Procurement Services. A response will not be accepted 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. It will take one additional day for the package to arrive at the Office of Procurement Services from the Mail Receiving Center.
- D. Submittals must be sealed and mailed as follows:

- (1) If using United States Postal Service (USPS), address the package:

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

- (2) If using any other mail carrier (e.g. FedEx, UPS), address the package:

LAKE COUNTY PROCUREMENT SERVICES  
MAIL RECEIVING CENTER  
313 SOUTH BLOXHAM AVENUE  
TAVARES, FL 32778

- E. Interested parties may listen to the 3:01 P.M. solicitation opening by calling 1-321-332-7400, Conference ID 971 920 36# or clicking on this link: [Join Microsoft Teams Meeting](#)

### 10.0 SUBMITTAL REQUIREMENTS

Vendors must complete and return all information requested in this RSQ document (See Section A).

Proposal submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Request for Statement of Qualifications.

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Do not make any changes to the content or format of any form without County permission. All information must be legible. The person signing the Proposal must initial any corrections made. The Proposal must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration or corporate documents.

Vendor must submit one (1) signed original, three (3) copies and one (1) complete electronic copy (on a CD or USB flash drive) in a sealed package marked **20-0920, DESIGN OF EAST LAKE SPORTS AND COMMUNITY COMPLEX EXPANSION** and delivered to the Office of Procurement Services no later than the official solicitation due date and time. Any Proposal received after this time will not be considered and will be returned unopened. The County is not liable or responsible for any costs incurred by any Vendor in responding to this RSQ including, without limitation, costs for product or service demonstrations if requested.

### **10.1 PRESENTATION**

Each Proposal must be a concise, accurate, complete, and clear description of the Vendor's solution and capabilities to satisfy this RSQ.

### **10.2 PROPOSAL GUIDELINES**

Proposals must be in accordance with the instructions outlined in this Section. Failure to do so may result in the County rejecting the Proposal.

Page Size and Format – The preferred format is letter sized (not including foldouts), single-spaced, with 11 point or larger text, and numbered sequentially by section.

Legible tables, charts, graphs, or figures may be used as needed and should not exceed ledger size.

Binding and Labeling – Include a cover sheet containing the RSQ title, solicitation number, and the Vendor name in each Proposal copy. All Sections of the Proposal should be identified by tabs.

### **10.3 PROPOSAL SECTIONS AND CONTENT**

Proposals must be organized into the following major sections.

#### **TAB 1 – VENDOR PROFILE**

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. Any 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.

- Statement of Interest & Understanding of Project.
  - Concisely state the firm's understanding of the services required by the County.
  - Include additional relevant information not requested elsewhere in the RSQ.
  - Signature on statement must be that of a person authorized to bind the firm.
- Firm Profile / Firm History.
- Provide a copy of Certified Minority Business Enterprise or Disadvantaged Business Enterprise if applicable.
- Include copies of any required licenses or permits.

**TAB 2 – FORMS**

- Complete Attachment 1 – Bid Submittal Form.
- Completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm’s Proposal. Failure to return signed addenda may be cause for Proposal to be considered non-responsive.
- Provide a completed W-9.
- Provide a copy of the current State of Florida Board of Professional Regulation License.
- Provide a Florida Department of State, Division of Corporations, Sunbiz report of the firm available from the [Sunbiz homepage](#).
- Complete Attachment 2 – Reference Form submitting at least three (3) verifiable references where the proposed solution of similar magnitude has been completed within the last three (3) years. The County may be listed as a reference.
- Proof of Insurability. Provide either an Acord form reflecting required insurance coverage or documentation from the firm’s insurance agency stating insurability at the required insurance coverage.
- Complete Attachment 3 – Team Composition Form. Additional resumes or information about the proposed individuals may be attached.
- Complete Attachment 4 – Location and Percentage of Work to be Completed Form
- Complete Attachment 5 – Truth in Negotiation Certification Form

**TAB 3 – PROPOSED SOLUTION**

- Provide a concise description of the approach and process to successfully complete the work to be performed including any specific staffing or equipment resources.
- Provide any additional information or description of resources (including any design capabilities) supporting your firm’s qualifications for the County’s project.

**TAB 4 – SUBCONTRACTORS / JOINT VENTURES**

- Provide a list of proposed subcontractors or joint venture arrangements that may be used on the project.

**TAB 5 – FINANCIAL STABILITY**

- Provide a financial stability statement indicating the firm has the necessary resources (human and financial) to provide the services at the level required by the County. The County reserves the right to request a financial statement, a certified audit, or a third party prepared financial statement. The County reserves the right to use a third-party company to verify financial information provided. Provide similar information for a subcontractor or joint venture arrangement.

**TAB 6 – LITIGATION**

- Provide information on the nature and outcome of litigation and proceedings for the previous three (3) years where the firm has been involved in any matter related to professional activities.

**TAB 7 – OTHER INFORMATION**

- Include any additional data that Vendor deems pertinent to the understanding and evaluating of the Proposal.

**10.4 PRESENTATIONS/ POST-DISCUSSIONS AFTER PROPOSAL RESPONSE**

- A. The County, at its sole discretion, may ask for an oral presentation or demonstration without charge to the County. The County reserves the right to require the Vendor to demonstrate to the satisfaction of the County that the Firm has the fiscal and technical ability to furnish the requirements of the RSQ. The demonstration must satisfy the County and the County will be the sole judge of compliance.
- B. The County may commence contract negotiations in accordance with the method of award specified. The County reserves the right to conduct discussions with Vendors having a realistic possibility of contract award to include requests for additional information and requests for “best and final” offers.
- C. Vendors must not assume they will be asked to make a presentation or asked for a “best and final” offer and must include all pertinent and required information in their original Proposal.

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