Collier County
Procurement Services

COLLIER COUNTY
BOARD OF COUNTY COMMISSIONERS

REQUEST FOR PROFESSIONAL SERVICES (RPS)

In accordance with Florida Statute 287.055
Consultants' Competitive Negotiation Act

FOR

DESIGN SERVICES - LAKE PARK IMPROVEMENTS & FLOW WAY RESTORATION

RPS NO.: 26-8688

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SOLICITATION PUBLIC NOTICE

REQUEST FOR PROFESSIONAL SERVICES (RPS) NUMBER:	**26-8688**
PROJECT TITLE:	**DESIGN SERVICES - LAKE PARK IMPROVEMENTS & FLOW WAY RESTORATION**
PRE-PROPOSAL CONFERENCE:	**October 15, 2026, at 9:00 AM EST**
LOCATION:	**PROCUREMENT SERVICES DIVISION, CONFERENCE ROOM A, 3295 TAMIAMI TRAIL EAST, BLDG. C-2, NAPLES, FL 34112**
RPS OPENING DAY/DATE/TIME:	**November 10, 2026, at 3:00 PM EST**
PLACE OF RPS OPENING:	**PROCUREMENT SERVICES DIVISION 3295 TAMIAMI TRAIL EAST, BLDG. C-2 NAPLES, FL 34112**

All proposals shall be submitted online via the Collier County Procurement Services Division Online Bidding System: https://procurement.opengov.com/portal/collier-county-fl.

INTRODUCTION

As requested by the Transportation Management Services Division (hereinafter, the "Division or Department"), the Collier County Board of County Commissioners Procurement Services Division (hereinafter, "County") has issued this Request for Professional Services (hereinafter, "RPS") with the intent of obtaining proposals from interested and qualified Proposers in accordance with the terms, conditions and specifications stated herein, in the Solicitation and/or attachments. The Proposers, at a minimum, must achieve the requirements of the Specifications, Scope of Services or Scope of Work stated. All references to "Proposer" are also referred to as "Consultant," "Firm," "Offeror," "Contractor," and "Vendor."

The County intends to award a single contract to a qualified Consultant to provide professional engineering services for the Lake Park Boulevard Area Improvements and Flow Way Restoration Project. The County previously commissioned the 2023 Lake Park Boulevard Area Improvements & Flow Way Restoration Pre-Design Study (see Exhibit O). the selected Consultant shall independently evaluate existing conditions, available data, the Pre-Design Study, and other County furnished information and shall be responsible for developing and supporting its own engineering analyses, recommendations, and final design. The selected Consultant shall not be required to adopt the conclusions, assumptions, methodologies, alternatives, or recommendations contained in the Pre-Design Study.

Services are anticipated to include independent review and evaluation of the Pre-Design Study, and available project information, surveying and subsurface utility investigation, engineering analysis and design, environmental and regulatory permitting, preparation of construction plans and specifications, engineer's cost estimates, bidding assistance, construction administration, post-design services through project completion, and consultation services during the construction warranty period. Historical expenditures for similar neighborhood-scale drainage projects vary based on final scope; however, historical spending may not be indicative of future buying patterns.

BACKGROUND

The Lake Park neighborhood, located south of US-41 in Collier County, experiences recurring flooding due to aging and underperforming stormwater infrastructure, limited conveyance capacity, and hydraulic constraints within the existing drainage system. These conditions have resulted in periodic flooding of roadways and residential properties during significant rainfall events. To evaluate potential solutions, the County commissioned the 2023 Lake Park

Boulevard Area Improvements & Flow Way Restoration Pre-Design Study. The study assessed increasingly complex scenarios for stormwater and infrastructure improvements, including the addition and upsizing of stormwater conveyance pipes, installation of water control structures, wetland restoration and enhancement, roadway elevation modifications, roadway widening, and sidewalk improvements.

The study evaluated alternatives intended to improve stormwater conveyance, reduce flooding, enhance water quality, restore hydraulic connectivity, and improve the overall resiliency of the drainage system within the project area. Based on the findings of the study, conceptual recommendations were developed for future implementation. The County now seeks professional engineering services to advance the project through engineering design, permitting and construction. The selected Consultant shall independently evaluate the recommendations of the Pre-Design Study, available project information, and existing conditions and shall be responsible for developing and supporting its own engineering analyses, recommendations and design and prepare the engineering, permitting, and construction documents necessary to implement the improvements ultimately approved by the County.

Minimum Qualifications for Consultant

A professional engineering firm with demonstrated expertise in stormwater hydrology and hydraulics modeling and design, facilitating successful agency permitting and construction with minimal amendments. Experience includes designing stormwater retrofit solutions for existing neighborhoods, conducting professional surveying and easement documentation, road reconstruction, resolving utility conflicts, designing retaining walls, and performing environmental impact assessments and permitting. Please provide at least three (3) references from the past six (6) years; additional references and copies of licensing are welcome to showcase expertise across all relevant areas.

The County's Selection Committee will evaluate proposer qualifications consistent with the Evaluation Criteria and the requirements outlined in this Scope of Services.

AWARD AND TERM OF AGREEMENT

The County reserves the right to modify this scope during negotiations for budgetary reasons.

The agreement term, if an award is made, **is** intended to commence on the date of the Notice to Proceed and end upon acceptance and approval of final payment.
Prices shall remain firm for the term of the awarded contract. Surcharges will not be accepted in conjunction with this award; such charges should be incorporated into the pricing structure.

DETAILED SCOPE OF WORK

The intent of this Scope of Work is to provide professional engineering services for the Lake Park Boulevard Area Improvements and Flow Way Restoration Project and to develop a fully engineered, permitted, and constructible solution that improves stormwater conveyance, reduces flood risk, and restores and enhances overall flow way function within the basin. The 2023 Lake Park Boulevard Area Improvements & Flow Way Restoration Pre-Design Study is provided as reference information and shall be independently evaluated by the Consultant together with available project data, verified existing conditions, and other relevant information in developing the proposed design.

The Consultant shall develop a coordinated, system-based design that treats the project area as an integrated network of stormwater, roadway, utility, environmental, and pedestrian facilities. The design shall evaluate roadway improvements, including widening, profile adjustments, and elevation changes, together with the incorporation of continuous sidewalk and pedestrian connectivity along the corridor, all of which shall be integrated with the drainage system to ensure hydraulic performance, safety, and long-term system reliability.

All design decisions shall account for floodplain impacts, environmental constraints, regulatory requirements, right-of-way limitations, and constructability within an active residential corridor. The Consultant shall identify conflicts early and develop practical, compliant solutions that balance performance, impacts, and constructability.

The final design shall be fully coordinated, technically sound, and consistent with applicable federal, state, and local standards, while supporting the County's objectives for improved drainage, safe multimodal mobility, and long-term infrastructure resilience.

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION

The Consultant shall provide comprehensive project management, coordination, and administrative services necessary to successfully execute all phases of the Project from Notice to Proceed through final project closeout. The Consultant shall be responsible for managing all project activities, coordinating with County staff, regulatory agencies, utility providers, stakeholders, and subconsultants, and ensuring the timely delivery of quality products in accordance with the approved project schedule.

Services shall include, but not be limited to, the following:

- Establish a comprehensive project management framework at project kickoff, including communication protocols, document management procedures, quality management procedures, decision-making processes, meeting schedules, and coordination procedures between the County, regulatory agencies, utility providers, stakeholders, and all subconsultants.
- Develop and maintain a detailed project schedule using Microsoft Project or equivalent that incorporates all design milestones, permitting activities, County review periods, regulatory agency review durations, public outreach activities, utility coordination, right-of-way activities, bidding support, and post-design services. The schedule shall identify critical path activities, milestone dates, dependencies and potential schedule risks and shall be updated throughout the Project.
- Monitor project progress against the approved schedule and identify actual or potential delays. When requested by the County, prepare schedule recovery strategies identifying corrective actions necessary to maintain the Project schedule.
- Facilitate monthly or bi-weekly progress meetings with County staff, as directed by the County. The Consultant shall prepare meeting agendas, presentation materials, meeting minutes, action item logs, decision logs, and follow-up documentation necessary to effectively manage the Project.
- Prepare monthly written progress reports summarizing work completed during the reporting period, percent completion by task, schedule status, permitting progress, utility coordination activities, upcoming milestones, outstanding action items, budget status, identified project risks, and anticipated challenges requiring County attention.
- Coordinate and manage all subconsultants to ensure the timely completion and integration of surveying, geotechnical, environmental, hydraulic, utility, permitting, public involvement, and other technical services. The Consultant shall be responsible for resolving interdisciplinary conflicts prior to submitting deliverables to the County.
- Coordinate with applicable regulatory agencies, utility providers, and County departments throughout the Project to facilitate design development, permitting, utility coordination, environmental compliance, and resolution of technical issues affecting the Project.
- Implement and maintain a formal Quality Assurance/Quality Control (QA/QC) program to ensure all plans, specifications, calculations, reports, permit applications, and supporting documentation are complete, accurate, internally coordinated, and consistent with the applicable design standards and regulatory requirements prior to each submittal.
- Maintain a project decision log documenting significant design decisions, County direction, regulatory agency comments, assumptions, and resolution of technical issues throughout the Project.
- Maintain project files, correspondence, meeting records, review comments, and document version control in an organized manner suitable for project administration and future reference.
- Monitor project budget and level of effort throughout the duration of the Project and promptly notify the County of any issues that may affect the Consultant's ability to complete the authorized scope of services within the negotiated fee.

TASK 2 – DISCOVERY AND RECORDS RESEARCH

The Consultant shall perform a comprehensive review of all available historical documentation, engineering records, studies, and existing data necessary to establish the basis for design and identify technical, environmental, regulatory, utility, and right-of-way constraints that may influence the Project. The Consultant shall evaluate the adequacy and applicability of all available information, identify data gaps, and recommend additional investigations necessary to support final design and permitting. The Consultant shall evaluate the recommendations of the 2023 Lake Park Boulevard Area Improvements and Flow Way Restoration Pre-Design Study (see Exhibit O); the Pre-Design Study shall be considered reference information and shall not constitute a prescribed basis for design. The Consultant shall independently evaluate existing conditions, engineering assumptions, hydrologic and hydraulic conditions, alternatives, regulatory requirements, environmental constraints, constructability, costs, and other relevant factors and shall recommend the improvements that the Consultant determines are appropriate to meet the County’s project objectives.

Services shall include, but not be limited to, the following:

- Review the 2023 Lake Park Boulevard Area Improvements and Flow Way Restoration Pre-Design Study, including the engineering analyses, design assumptions, methodologies, alternatives evaluated, and recommended improvements to determine their applicability to current site conditions, regulatory requirements, and project objectives.
- Review and evaluate existing hydrologic and hydraulic models, supporting calculations, model assumptions, calibration data, boundary conditions, and design storm criteria to determine whether model refinement, recalibration, or redevelopment is necessary to support the proposed improvements.
- Review available FEMA Flood Insurance Rate Maps (FIRMs), Flood Insurance Study (FIS) reports, effective and preliminary floodplain mapping, and other applicable floodplain information to identify regulatory flood elevations, floodways, floodplain constraints, and potential impacts associated with the proposed improvements.
- Review available South Florida Water Management District (SFWMD) watershed information, Environmental Resource Permit (ERP) documentation, historical permitting records, previous agency correspondence, historical storm event performance, and other available drainage basin information that may influence project design or permitting.
- Compile and review available record drawings, as-built plans, previous construction plans, Geographic Information System (GIS) mapping, aerial photography, Laser imaging, Detection, And Ranging (LiDAR) data, utility atlases, drainage inventories, maintenance records, and other available County records to establish existing conditions and identify discrepancies requiring field verification.
- Review previous environmental assessments, wetland delineations, habitat evaluations, protected species information, permitting histories, and other environmental documentation to identify jurisdictional resources, permitting constraints, mitigation obligations, and environmentally sensitive areas that may affect project development.
- Review available geotechnical reports, soils information, groundwater data, and other subsurface investigations to determine the adequacy of existing information and identify additional geotechnical investigations required to support design.
- Review existing utility records and coordinate with utility owners to identify known utility conflicts, abandoned infrastructure, planned utility improvements, and potential relocation requirements that may affect project development.
- Coordinate with County staff to review historical maintenance records, documented drainage concerns, recurring flooding locations, citizen complaints, previous repair activities, operational issues, and other institutional knowledge relevant to the Project.
- Identify permitting constraints, regulatory requirements, property ownership considerations, right-of-way limitations, utility conflicts, environmental constraints, constructability issues, and other project risks that may affect project schedule, cost, or design development.
- Prepare a comprehensive data gap analysis identifying missing, conflicting, incomplete, or outdated information requiring field verification, supplemental investigations, additional engineering analyses, or further coordination prior to advancing the design.
- Review existing roadway design records, typical sections, resurfacing history, and pedestrian facility inventories to evaluate existing roadway capacity, cross-section constraints, and pedestrian infrastructure conditions.

TASK 3 – FIELD DATA COLLECTION

The Consultant shall perform all field investigations necessary to verify existing conditions and obtain the information required to support engineering design, permitting, utility coordination, right-of-way acquisition, and construction planning. The Consultant shall be responsible for identifying discrepancies between available records and field conditions and shall incorporate verified field information into the project design. The Consultant shall be responsible for verifying the accuracy and completeness of all field data used in the preparation of the construction documents. Reliance solely on existing record drawings or previously completed studies shall not relieve the Consultant of this responsibility.

Services shall include, but not be limited to, the following:

- Perform detailed topographic surveys sufficient to support design development, including existing drainage features, flow ways, wetlands, roadways, structures, utilities, adjacent property features, and other improvements that may influence the proposed design or construction limits.

- Perform boundary and right-of-way surveys to establish property limits, existing easements, rights-of-way, encroachments, and other property interests that may affect design, permitting, or future easement acquisition.
- Establish and verify project vertical and horizontal control, including benchmarks and datum consistency (NAVD88 or latest adopted County standard), to ensure all survey, hydraulic modeling, roadway elevation, and drainage design components are referenced to a consistent and verified control network.
- Obtain detailed cross-sections of flow ways, drainage swales, canals, and other conveyance features necessary to support hydrologic and hydraulic modeling, restoration design, and preparation of construction documents.
- Conduct field verification of the existing stormwater system, including pipes, culverts, inlets, manholes, junction structures, outfalls, headwalls, end treatments, water control structures, and associated appurtenances. Verification shall include, as appropriate, pipe sizes, materials, rim elevations, invert elevations, structure dimensions, connectivity, and general condition.
- Evaluate the condition and operational characteristics of existing water control structures and identify deficiencies, operational constraints, structural deterioration, sediment accumulation, debris blockages, erosion, or other conditions that may affect system performance or require rehabilitation or replacement.
- Perform Subsurface Utility Engineering (SUE) investigations in accordance with CI/ASCE 38-22, including Quality Level B utility designation and Quality Level A potholing, where necessary, to verify utility locations and resolve critical utility conflicts affecting the design.
- Coordinate with utility owners to verify existing utility records, identify potential conflicts, determine utility relocation requirements, and document utility coordination efforts throughout the design process.
- Perform geotechnical investigations, including soil borings, groundwater observations, laboratory testing, and subsurface evaluations necessary to support the design of drainage structures, embankments, retaining features (if required), roadway improvements, and other project components. The Consultant shall provide engineering recommendations regarding foundation design, settlement, dewatering considerations, and constructability.
- Perform environmental field investigations necessary to support project design and permitting, including wetland delineation support, vegetation mapping, habitat characterization, identification of environmentally sensitive resources, and documentation of environmental conditions that may influence the proposed improvements or regulatory approvals.
- Conduct field reconnaissance of the project corridor to identify maintenance access constraints, drainage obstructions, sediment accumulation, erosion, unauthorized encroachments, and other existing conditions that may affect design, construction, or long-term operation and maintenance.
- Perform additional field investigations, including closed-circuit television (CCTV) inspection of existing stormwater infrastructure or supplemental surveys, when determined by the Consultant or directed by the County to verify system condition or resolve data deficiencies.
- Collect existing roadway geometric data including centerline profiles, typical sections, pavement extents, crown information, curb and gutter locations, and edge of pavement limits necessary to evaluate potential roadway widening, profile adjustments, and elevation modifications.
- Identify and survey existing pedestrian facilities, including sidewalks, curb ramps, driveway connections, and pedestrian access points, including documentation of ADA compliance constraints, cross slopes, and vertical transitions affecting accessibility.

TASK 4 – 30% DESIGN

The Consultant shall develop conceptual design alternatives and preliminary engineering plans based on verified field data, engineering analyses, and preliminary hydrologic and hydraulic modeling. All design work shall be developed in accordance with the latest edition of the Florida Department of Transportation (FDOT) Design Manual (FDM), FDOT Standard Plans, FDOT Standard Specifications for Road and Bridge Construction, and other applicable FDOT guidance documents, as well as all applicable local, state, and federal regulatory requirements. The Consultant shall incorporate applicable requirements of the South Florida Water Management District (SFWMD), Florida Department of Environmental Protection (FDEP), U.S. Army Corps of Engineers (USACE), Federal Emergency Management Agency (FEMA), National Pollutant Discharge Elimination System (NPDES), and the Collier County Land Development Code and Right-of-Way Handbook into the design as appropriate.

Services include, but not be limited to, the following:

- Development of conceptual Maintenance of Traffic (MOT) strategies in accordance with FDOT standards, the Manual on Uniform Traffic Control Devices (MUTCD), and the Collier County Right-of-Way Handbook to maintain safe vehicular, pedestrian, bicycle, emergency service, and property access during construction,

including evaluation of lane shifts, temporary roadway widening, staged construction conditions, and pedestrian detours necessary to maintain continuous safe access throughout the corridor.

- Preparation of preliminary hydrologic and hydraulic modeling comparing existing and proposed conditions to evaluate system performance under the required design storm events, identify flood risk reductions, verify compliance with applicable regulatory criteria, and assess impacts to adjacent properties and downstream receiving systems.
- Identification of hydraulic deficiencies, including inadequate conveyance capacity, overtopping risks, tailwater effects, backwater conditions, flow restrictions, and upstream and downstream impacts requiring corrective improvements.
- Preliminary assessment of FEMA floodplain impacts, including potential changes to Base Flood Elevations (BFEs), floodplain storage, floodway encroachments, and identification of any additional analyses or CLOMR/LOMR documentation that may be required.
- Preliminary utility conflict identification and development of conceptual utility relocation strategies in coordination with utility owners to minimize conflicts and maintain service continuity during construction.
- Initial identification of environmental impacts, including wetlands, surface waters, protected species habitat, native vegetation, and other environmentally sensitive resources, together with preliminary avoidance, minimization, or mitigation strategies.
- Development of preliminary construction sequencing and phasing strategies that consider utility relocations, environmental permitting constraints, seasonal construction limitations, maintenance of drainage during construction, public access, and overall project constructability.
- Evaluation of roadway typical section alternatives including potential widening, vertical profile adjustments, and roadway elevation modifications in coordination with stormwater improvements and floodplain considerations.
- Development of preliminary pedestrian facility concepts including sidewalk alignment, continuity, ADA-compliant connectivity, and integration with driveway and roadway crossings.
- Pedestrian facilities shall be designed in compliance with ADA requirements, **which shall take precedence** where conflicts exist with other design constraints.

TASK 5 – 60% DESIGN

The Consultant shall advance the design to an intermediate level suitable for formal County review, regulatory agency coordination, and initiation of the permitting process. The 60% submittal shall demonstrate that the major design elements have been established, engineering analyses have been substantially completed, and significant utility, environmental, hydraulic, and right-of-way constraints have been identified and incorporated into the design.

Services shall include, but not be limited to, the following:

- Refine and update the hydrologic and hydraulic models using verified field data, survey information, geotechnical recommendations, and design refinements to validate system performance and support the proposed improvements.
- Advance the design of the stormwater management system, flow ways, drainage conveyance infrastructure, culverts, storm sewer systems, inlets, outfalls, water control structures, erosion protection measures, and associated appurtenances necessary to achieve the project objectives.
- Refine roadway drainage improvements, grading, tie-ins to existing infrastructure, and other improvements necessary to maintain positive drainage and accommodate the proposed stormwater system.
- Continue coordination with utility owners and incorporate utility relocation requirements into the design. Develop utility conflict matrices identifying facilities requiring relocation, adjustment, protection, or other coordination during construction.
- Identify temporary construction easements, permanent drainage easements, maintenance easements, and any additional property interests required for construction, operation, and long-term maintenance of the proposed improvements. Prepare draft easement exhibits, legal descriptions, and sketches for County review.
- Prepare draft permit application packages and supporting technical documentation for review and subsequent submittal to applicable regulatory agencies.
- Continuing evaluation of floodplain impacts, flood storage requirements, and other regulatory considerations necessary to support permitting and demonstrate compliance with applicable floodplain management requirements.
- Develop Maintenance of Traffic (MOT) plans to maintain safe vehicular, pedestrian, bicycle, emergency services, and property access throughout construction.
- Develop preliminary erosion and sediment control plans, temporary drainage control measures, and Stormwater Pollution Prevention Plan (SWPPP) components necessary to support NPDES permitting and

construction activities.

- Develop detailed construction sequencing and staging plans that address utility relocations, maintenance of drainage during construction, environmental constraints, access to adjacent properties, and overall project constructability.
- Update the Engineer's Opinion of Probable Construction Cost (OPCC) based on the advancing design and provide supporting quantity calculations and cost assumptions.
- Participate in the County's 60% design review meeting, document review comments, and prepare responses identifying how comments will be addressed during subsequent design phases.
- Refinement of roadway typical sections, including any proposed widening, profile adjustments, and elevation modifications required to support drainage and flood mitigation objectives.
- Integration of continuous sidewalk design, including ADA-compliant grading, curb ramp locations, driveway tie-ins, and pedestrian connectivity throughout the corridor.
- Documents shall include drawings and project specifications ready for bidding, consistent with Collier County standards, including, but not limited to, the following or as approved by the Project Manager:
    - Cover sheet, index and key map
    - Existing Conditions map
    - Stormwater Details
    - Demolition Plan
    - Erosion Control Plan
    - Maintenance of Traffic Plan
    - Infrastructure Plan and Profile
    - Restoration Details
    - Operational Contingency Plans

TASK 6 – 90% DESIGN

The Consultant shall prepare permit-ready and construction-ready contract documents incorporating County review comments, regulatory agency comments, and final engineering decisions. The 90% submittal shall demonstrate that the design is substantially complete, all major engineering disciplines have been coordinated, permitting requirements have been incorporated, and the project is ready for final quality assurance review prior to preparation of the bid documents.

Services shall include, but not be limited to, the following:

- Complete the hydrologic and hydraulic analyses and incorporate all design refinements, regulatory agency comments, and County review comments into the engineering calculations and supporting documentation.
- Complete the design of all stormwater conveyance improvements, flow way restoration components, drainage structures, water control structures, erosion protection measures, roadway drainage improvements, grading, and associated infrastructure.
- Resolve all utility conflicts and incorporate coordinated utility relocation, adjustment, or protection requirements into the construction plans and technical specifications.
- Finalize temporary construction easements, permanent drainage easements, maintenance easements, and supporting legal descriptions for County review and acquisition, as applicable.
- Complete permit application packages and prepare responses to regulatory agency comments or Requests for Additional Information (RAIs), as required.
- Complete the Maintenance of Traffic (MOT) plans, construction phasing, and sequencing plans to support safe construction operations while maintaining access to residences, businesses, emergency services, and other affected facilities.
- Complete the erosion and sediment control plans, Stormwater Pollution Prevention Plan (SWPPP) components, temporary drainage control measures, and other documentation necessary to support NPDES compliance during construction.
- Prepare complete technical specifications, special provisions, quantity calculations, engineer's estimates, and other contract documents necessary for bidding and construction.
- Complete all engineering calculations, design reports, supporting technical memoranda, and documentation necessary to demonstrate compliance with applicable regulatory requirements and support the final design.
- Participate in the County's 90% design review meeting, document review comments, and revise the construction documents in preparation for the final 100% submittal.
- Finalize roadway geometry and pedestrian facilities including sidewalks, curb ramps, and associated

ADA-compliant transitions.

- Documents shall include drawings and project specifications ready for bidding, consistent with Collier County standards, including, but not limited to, the following or as approved by the Project Manager:
    - Cover sheet, index and key map
    - Existing Conditions map
    - Stormwater Details
    - Demolition Plan
    - Erosion Control Plan
    - Maintenance of Traffic Plan
    - Infrastructure Plan and Profile
    - Restoration Details
    - Operational Contingency Plans

TASK 7 – 100% DESIGN

The Consultant shall prepare the final contract documents for bidding and construction. The 100% submittal shall incorporate all County review comments, regulatory agency comments, permit conditions, and final engineering decisions, resulting in a complete, coordinated, signed, and sealed bid-ready package suitable for advertisement and construction.

Services shall include, but not be limited to, the following:

- Prepare final signed and sealed construction plans incorporating all revisions resulting from the County's 90% review, regulatory agency comments, and permit conditions.
- Finalize the technical specifications, special provisions, construction details, notes, quantity calculations, and engineer's estimate necessary to support bidding and construction.
- Incorporate all approved permit conditions, agency commitments, environmental requirements, utility coordination requirements, easement information, and construction sequencing into the final contract documents.
- Complete all supporting engineering reports, technical memoranda, design calculations, and other documentation required to support the final design and permit approvals.
- Perform a final interdisciplinary quality control review to verify that the plans, specifications, quantities, calculations, technical reports, and supporting documents are complete, internally consistent, coordinated between disciplines, and suitable for construction.
- Prepare the final Engineer's Opinion of Probable Construction Cost (OPCC) based on the completed design, including updated quantity calculations and supporting cost assumptions.
- Prepare the final bid package consisting of the signed and sealed plans, technical specifications, engineer's estimate, permit documentation, and all supporting documents required for advertisement by the County.
- Submit electronic and hard-copy deliverables, signed and sealed in accordance with applicable Florida Statutes, Florida Administrative Code, and County requirements.
- Participate in the final design review meeting, if requested by the County, and provide technical support during the County's final acceptance of the design documents.
- Incorporate final roadway and pedestrian facility designs into signed and sealed construction documents.
- Documents shall include drawings and project specifications ready for bidding, consistent with Collier County standards, including, but not limited to, the following or as approved by the Project Manager:
    - Cover sheet, index and key map
    - Existing Conditions map
    - Stormwater Details
    - Demolition Plan
    - Erosion Control Plan
    - Maintenance of Traffic Plan
    - Infrastructure Plan and Profile
    - Restoration Details
    - Operational Contingency Plans

TASK 8 – PERMITTING AND REGULATORY APPROVALS

The Consultant shall be responsible for managing the permitting strategy, preparing and submitting all required applications, and coordinating with applicable regulatory agencies throughout the duration of the Project. The

Consultant shall support the County in obtaining all required environmental, construction, and floodplain-related approvals necessary for project implementation. Permitting activities shall be fully integrated with the design process to ensure regulatory requirements are addressed as the design advances.

Services shall include, but not be limited to, the following:

- Develop a comprehensive permitting strategy identifying all anticipated local, state, and federal permits required for the Project, including sequencing, lead times, submittal requirements, and critical regulatory constraints.
- Prepare and submit all permit applications, supporting technical reports, engineering analyses, drawings, exhibits, and documentation required for review and approval by applicable regulatory agencies.
- Coordinate with all applicable regulatory agencies, including but not limited to the South Florida Water Management District (SFWMD), Florida Department of Environmental Protection (FDEP), U.S. Army Corps of Engineers (USACE), Federal Emergency Management Agency (FEMA), and Collier County permitting authorities.
- Respond to all Requests for Additional Information (RAIs), permit review comments, and agency coordination meetings, including revision of plans, calculations, and supporting documentation as required to obtain approvals.
- Coordinate and support FEMA floodplain compliance requirements, including preparation of Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) submittals if required based on proposed improvements.
- Prepare documentation necessary to support compliance with the National Pollutant Discharge Elimination System (NPDES) Construction General Permit, including Stormwater Pollution Prevention Plan (SWPPP) development and coordination of required supporting materials.
- Incorporate all permit conditions, commitments, limitations, and requirements directly into the design documents, technical specifications, and construction plans to ensure full compliance during construction.
- Maintain a comprehensive permit tracking log documenting submittals, review status, agency correspondence, comments received, responses provided, and final permit approvals throughout the duration of the Project.

TASK 9 – PRE-CONSTRUCTION SUPPORT AND BIDDING

The Consultant shall provide comprehensive technical and administrative support to the County during the bidding and Procurement phase of the Project. The Consultant shall be responsible for ensuring the bid documents are clearly understood by bidders, responding to technical inquiries, and supporting the County in maintaining the integrity, intent, and constructability of the design throughout the procurement process.

Services shall include, but not be limited to, the following:

- Participate in pre-bid meetings, including preparation of technical presentations, exhibits, and responses to bidder questions related to project scope, design intent, construction sequencing, and technical requirements.
- Review of bidder questions submitted during the bidding period and preparation of written responses, clarifications, and interpretations of the Contract Documents for issuance by the County (as requested by the County).
- Preparation of all necessary addenda, including revisions to plans, specifications, details, quantities, or notes required to clarify, correct, or supplement the bid documents prior to bid opening.
- Evaluation of proposed substitutions, “or equal” requests, and material or construction method alternates for compliance with the design intent, performance requirements, and applicable standards.
- Respond to bidder technical inquiries related to constructability, phasing, MOT requirements, utility conflicts, environmental constraints, and permitting requirements.
- Review and evaluation of bids for technical compliance with the Contract Documents, including identification of irregularities, omissions, or deviations from the technical specifications.
- Support County Procurement staff in determining bidder responsiveness and responsibility from a technical perspective, including participation in evaluation meetings and preparation of written technical findings as requested.
- Preparation of Design Entity’s Letter of Recommended Award documentation (DELORA), including technical justification, bid summary review, and confirmation of compliance with design intent and specifications.
- Participation in post-bid clarification meetings with the County and apparent low bidder as requested to confirm understanding of scope, sequencing, and technical requirements prior to award.

TASK 10 – POST-DESIGN CONSTRUCTION SERVICES

The Consultant shall serve as the Engineer of Record (EOR) during construction and shall provide full technical support to the County throughout the construction phase to ensure that the Project is constructed in general conformance with the approved construction documents, applicable permits, and design intent.

The Consultant's construction-phase services are advisory to the County; final approval of construction means, methods, change orders, and contract administration decisions shall remain with the County unless otherwise delegated.

Services shall include, but not be limited to, the following:

- Review and evaluation of contractor submittals, shop drawings, product data, and material certifications for conformance with the Contract Documents, design intent, and applicable technical specifications.
- Respond to Requests for Information (RFI), field questions, and requests for clarification, including issuance of written interpretations of the Contract Documents necessary to support construction progress. Responses shall be provided within timeframes established by the County or as required to avoid impacts to the construction schedule.
- Evaluation of proposed change orders, value engineering proposals, and field directives, including technical justification, conformance with design intent, and assessment of potential impacts to hydraulics, constructability, permitting compliance, maintenance of traffic, and project performance.
- Participation in construction progress meetings, coordination meetings, and site visits at intervals appropriate to the stage of construction and complexity of the work, or as requested by the County.
- Review of contractor-proposed field modifications, substitutions, and deviations from the approved construction documents and provision of written recommendations regarding acceptability and conformance with design intent and permitting requirements.
- Verification of compliance with approved Maintenance of Traffic (MOT) plans, including review of field implementation, staging, sequencing, and traffic control measures.
- Verification of compliance with NPDES permit requirements and Stormwater Pollution Prevention Plan (SWPPP) implementation, including erosion and sediment control measures, inspection documentation, and coordination with regulatory requirements during construction.
- Coordination with regulatory agencies during inspections, site visits, or compliance reviews, including support for resolution of agency comments or compliance concerns.
- Identification and documentation of construction issues, deficiencies, or non-conforming work and tracking of corrective actions through resolution.
- Participation in substantial completion and final completion inspections, including preparation of punch list items and verification of completion of corrective work.
- Review of contractor redline markups and field changes and preparation of Record Drawings based on contractor-provided information, field observations, and Consultant verification.
- Certification of Record Drawings as consistent with known field conditions and approved design modifications, in accordance with applicable Florida Statutes and County requirements.
- Assistance with permit closeout documentation, including preparation of certification statements, as-built submittals, and supporting documentation required by regulatory agencies.
- Verification of constructed roadway and pedestrian facilities for general conformance with ADA requirements, approved design intent, and contract documents.
- The CONSULTANT will provide warranty services for one (1) year after the final completion of the project construction for Phase 1 and Phase 2 listed below. Work under this item is to include, but not be limited to, the following:
    - Post Construction walk through: Generate a list of warranty issues and coordinate with the
    - contractor and residents until the issues are solved.
    - Review the post construction video and pictures provided by the contractor.
    - Keep a log of all warranty issues.
    - One (1) Year Warranty walk through with the contractor and County Staff.

TASK 11 – PUBLIC OUTREACH AND STAKEHOLDER COORDINATION

The Consultant shall assist the County with public involvement and stakeholder coordination activities throughout the design and permitting phases of the Project. Public outreach efforts shall be performed as directed by the County and

shall support timely communication with affected residents, businesses, public agencies, utility providers, and other stakeholders.

Services may include, but are not limited to, the following:

- Develop and maintain a comprehensive mailing list of affected property owners, businesses, homeowner associations, governmental agencies, and other stakeholders located within or adjacent to the project limits.
- Prepare project newsletters, fact sheets, informational handouts, frequently asked questions (FAQs), and other communication materials to inform the public of project objectives, anticipated improvements, project schedule, construction impacts, and expected benefits.
- Prepare project contact cards, informational flyers, door hangers, and other outreach materials for distribution to affected residents and businesses, as directed by the County.
- Coordinate with affected property owners, homeowner associations, businesses, schools, emergency services, the United States Postal Service (USPS), solid waste providers, utility companies, and other public service providers regarding anticipated construction activities, access restrictions, utility interruptions, roadway closures, and maintenance of essential services.
- Assist the County with preparing public notices, legal notices, press releases, and other public communications necessary to support project development and regulatory requirements.
- Prepare exhibits, renderings, presentation boards, maps, graphics, and visualizations suitable for public meetings, stakeholder meetings, County Board presentations, and regulatory agency meetings.
- Attend and participate in public meetings, workshops, neighborhood meetings, stakeholder coordination meetings, Board of County Commissioners meetings, advisory committee meetings, and other meetings as requested by the County. The Consultant shall provide technical presentations and respond to questions regarding the proposed improvements.
- Secure meeting facilities, coordinate meeting logistics, prepare meeting agendas, sign-in sheets, comment forms, presentation materials, and meeting summaries, as directed by the County.
- Document and maintain a Project Customer Service Log, using a County-approved format, to record and track comments, questions, complaints, requests, and responses received throughout the design process.
- Respond to public inquiries and stakeholder concerns in coordination with the County and document all communications and resolutions.
- Coordinate with the Project Manager regarding politically sensitive issues, public concerns, media inquiries, or stakeholder conflicts requiring County involvement.
- Develop and maintain a project-specific webpage or assist the County with website content development, updates, graphics, schedules, project information, and public notifications, as directed by the County.
- Establish and maintain a project telephone hotline and/or dedicated project email address for public inquiries if requested by the County. The Consultant shall coordinate all responses with the County and maintain documentation of inquiries and resolutions.
- Coordinate with regulatory agencies, emergency service providers, school districts, transit providers, and other affected agencies to facilitate project implementation and minimize impacts to the public.
- Attend routine design progress meetings to ensure public outreach activities remain coordinated with project development and permitting efforts.

TASK 12 – ADDITIONAL SERVICES AND REIMBURSABLES

- As authorized in writing by the County, in the event that other services related to the project or surrounding areas which may arise during the course of the awarded agreement; a proposal for additional services prior to the performance of work must be submitted.
- The proposal shall include the specific services to be performed, time to complete, compensation, and an explanation as to why the services were not previously envisioned as part of the scope of services.
- Failure to notify the County in writing of additional services will be deemed a waiver of any claim that such services were additional services. Written authorization in the form of an Amendment or Change Order from the County will be required for any charges. When applicable, the staff hourly rates established in the contract shall be utilized for fee determination.
- Awarded Agreement: The provisions of the awarded agreement apply. The Firm shall obtain the prior written approval of the County before incurring any reimbursable expenses, and absent such prior approval, no expenses incurred by the Firm will be deemed to be a reimbursable expense.
- Travel and Per Diem: Travel, lodging, and meal expenses outside Collier County when pre-approved by the County in accordance with Florida Statutes, Section 112.061.
  Reimbursable expenses are limited to project-related costs not covered under the base services and may include:

- Printing, plotting, and reproduction services
- Subconsultant direct expenses approved by County
- Permitting fees

All reimbursable expenses shall require prior written County authorization.

STANDARDS AND COMPLIANCE

The Consultant shall have a licensed Professional Engineer in the State of Florida sign and seal all reports, documents, technical specifications, modified technical specifications, drawings, and plans as required by County standards. All maps, surveys and legal descriptions will be prepared under the direction of a Florida Professional Surveyor and Mapper (PSM). The Consultant's work shall be performed and directed by the key personnel identified in the proposal presentations by the Consultant. Any changes in the indicated personnel shall be subject to review and approval by the County.

All services performed under this Agreement shall be developed, designed, reviewed, and delivered in accordance with all applicable federal, state, and local laws, rules, regulations, criteria, and permitting requirements in effect at the time of performance. Where conflicts exist between applicable standards, the more stringent requirement shall govern unless otherwise directed in writing by the County.

The Consultant shall ensure that all work products, including studies, analyses, reports, plans, specifications, cost estimates, permit applications, and construction-phase services, comply with all applicable governing standards and permitting requirements. The standards and regulatory programs listed below shall apply to the extent required based on the Project scope, design, location, impacts, and applicable regulatory agency requirements:

- Florida Department of Transportation (FDOT) Design Manual (FDM), FDOT Standard Specifications for Road and Bridge Construction, FDOT Standard Plans, and related FDOT manuals and guidance documents
- Federal Emergency Management Agency (FEMA) floodplain management regulations, including all applicable requirements related to floodplain impacts, Base Flood Elevations (BFEs), and map revisions (CLOMR/LOMR)
- South Florida Water Management District (SFWMD) criteria, Environmental Resource Permit (ERP) regulations, and applicable basin-specific requirements
- Florida Department of Environmental Protection (FDEP) rules and environmental resource regulations
- U.S. Army Corps of Engineers (USACE) permitting requirements and applicable federal environmental regulations
- National Pollutant Discharge Elimination System (NPDES) Construction General Permit requirements, including Stormwater Pollution Prevention Plan (SWPPP) development and implementation support
- Collier County Land Development Code, engineering design standards, and applicable County ordinances and policies
- Collier County Right-of-Way Handbook and all applicable County permitting and construction requirements
- Applicable federal, state, and local environmental, construction, safety, transportation, and accessibility regulations, including the Americans with Disabilities Act (ADA) and related standards for pedestrian facilities, sidewalks, curb ramps, and public right-of-way accessibility compliance

The Consultant shall be responsible for monitoring and incorporating updates to governing standards and regulations issued during the course of the Project, including revisions to FDOT, ADA accessibility requirements, FEMA, SFWMD, FDEP, USACE, and County standards, and shall notify the County of any material changes that may affect project design, permitting, cost, or schedule.

SCOPE CONTROLS

The Consultant shall include all work necessary to deliver a fully functional, permitted, and constructible system whether explicitly stated or reasonably inferred from the Project intent.

RESPONSE FORMAT AND EVALUATION GRADING CRITERIA FOR DEVELOPMENT OF SHORTLIST:

1.1 Proposers are encouraged to review the Request for Professional Services Instructions and Evaluation Criteria, which includes the evaluation process. Proposals should be concise and clear. A one hundred fifty (150) page maximum for each proposal should be followed to allow selection committee members ease of review and comparison.

1.2 For the development of a shortlist, the following Evaluation Criteria will be utilized by the County's Selection

Committee to score each proposal. Proposals must address all the following criteria:

No.	Evaluation Criteria	Maximum Points
1	Ability of Professional Personnel	20 Points
2	Certified Woman and/or Minority Business Enterprise	5 Points
3	Past Performance	25 Points
4	Project Approach, Willingness to Meet Time and Budget Requirements	20 Points
5	Location	10 Points
6	Recent, Current, and Projected Workloads of the Firm	20 Points
TOTAL		**100 Points**
Detailed Criteria Descriptions are further described in the Instructions. Proposals must be assembled, at minimum, in the order of the Evaluation Criteria listed or the proposal may be deemed non-responsive.		