



# MANATEE COUNTY

August 20, 2010

TO: All Interested Proposers

**Reference: RFP #10-1715BG / PROFESSIONAL PLANNING SERVICES TO UPDATE UNINCORPORATED MANATEE COUNTY LAND DEVELOPMENT CODE**

## **ADDENDUM # 1**

The following items are issued to add to, modify, and clarify the Proposal and/or Contract Documents. These items shall have the same force and effect as the original Proposal and /or Contract Documents. Proposals are to be submitted on the specified date and shall conform to the additions and revisions listed herein.

1. Proposers are hereby notified that all Addendums shall be acknowledged within Their Proposal and made a part of the above named proposal documents. Proposals submitted without Acknowledgement of any and all Addendums will be considered incomplete.
2. Deadline for Clarification Requests remains unchanged AUGUST 19, 2010 @5:00P.M.
3. Proposal Due Date and Time remain unchanged: August 27, 2010 at 1:00 P.M.

**CONTINUED NEXT PAGE**

Financial Management – Purchasing Division  
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4. Second page of Attachment "B" top left corner of page reads Attachment C (cont'd), through this Addendum #1 it is considered changed to now read Attachment B (cont'd).
  
5. See attached Memorandum dated August 19, 2010 for answers to submitted questions or requests for Clarification.

If you have submitted a proposal prior to receiving this addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals received will be opened on the date stated.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Blair C. Getz". The signature is written in a cursive, flowing style with large loops and flourishes.

Blair C. Getz  
Contracts Negotiator

# MEMORANDUM



Planning Department

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Bradenton, FL Zip 34206

MANATEE COUNTY  
FLORIDA

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**Date:** August 19, 2010  
**Re:** Request for Proposal # 10-1715BG / Professional Planning Services to Update Unincorporated Manatee County Land Development Code  
**Description:** Responses to written clarification requests  
**Prepared by:** Doug Means, Planning Division Manager 

Q1: Can you please clarify what you mean by electronically submit document to Municode?

**A: We suggest you contact Municode at (850) 576-3171 with any questions regarding submittal documents.**

Q2: Has Manatee County had a Sustainable / Climate Action Plan completed? If so what is the name of the firm that completed that plan?

**A: No.**

Q3: What firm completed the last LDC updates and/or Comp. Plan Updates?

**A: Manatee County Staff.**

Q4: Do the Land Development Code projects we reference in our response (performed since 2003) have to be completed and/or adopted or can they be in progress?

**A: Both those completed and/or adopted along with those in progress may be identified.**

Q5: Regarding B.01 - Please confirm that the AICP professional required does not have to be the "Lead Proposer", but can be anyone on the team.

**A: As indicated in B.01, the Principal or Senior Project Manager shall maintain certification as an A.I.C.P. from the American Planning Association.**

Q6: Regarding B.03 (g) - please clarify what "projects for Land Development Code" means. Is this referring to LDC updates and rewrites? Does this include ordinances drafted for inclusion in a LDC? Does this include projects governed by the LDC?

**A: Yes, it includes all of the above. Any relevant experience should be included.**

Q7: Regarding B.03 (i) - please clarify what "Manatee County Land Development Code matter" means. Does this include all applications filed on behalf of private clients that are governed by the Land Development Code or does this refer to Manatee County LDC amendments filed on behalf of private clients?

**A: It includes both.**

Q8: Regarding E.01, clarification is requested to ensure that the current RFP is only for phase-1 of a 2-phase LDC re-write. Please confirm that our proposal should reflect only phase 1, which is described as a major "housecleaning", mainly targeted at updating, revising, consolidating and better clarifying much of the language in the LDC. Please clarify that the second phase of the LDC update for the post-EAR changes will be a separate RFP.

**A: This is for phase 1 only.**

Q9: Regarding E.02.3 (d) - The "creation of new zone districts" seems to be a task that would fall under the Phase-2 portion of the LDC. Please confirm if the County is expecting the "creation of new zone districts" with this RFP.

**A: There is potential for creation of new zoning districts, however, no zoning atlas amendments are expected.**

Q10: Regarding E.02. (3)(e) - please clarify if this task applies to all of Chapter 7. Chapter 7 is the largest chapter in the LDC and pertains to many different disciplines. The language in the RFP reads, "currently listing lengthy development standards based upon use types" seems to refer to the Conditional Use Standards of Section 704. Also, please indicate if there is a particular emphasis on stormwater or floodplain revisions, airport siting, earthmoving, wild & exotic animals, adult entertainment uses, transit, etc. as all of these items are within Chapter 7 and may warrant specific subs in order to provide the best team for this effort. Also, please confirm, if applicable, that Section 724, "Signs" will not require any revisions, as an amendment to this ordinance is currently under review and consideration by the County. It would be helpful if staff could state if any of the Chapter 7 sections are excluded from the task.

**A: As an overall evaluation of the LDC, Chapter 7 (or any other part of the LDC) should not be excluded.**

Q11: Regarding E.02.3 (h) - Please confirm whether or not Chapter 10, Development Agreements must be consolidated with this effort.

**A: E.02.3 (h) states, "Chapter 10, Development Agreements: Possibly consolidate with other chapters".**

Q12: Regarding E.02 (4) - please clarify the format that the Municipal Code Corporation will require for electronic posting on the internet.

**A: We suggest you contact Municode at (850) 576-3171 with any questions regarding submittal documents.**

Q13: The project Scope states under Purpose (E.01) that the first phase is a major "house cleaning", targeting the updating, revising, consolidating and better clarifying much of the language in the LDC. However, under the Scope of Services (E02), the list includes updates to promote infill development; encourage sustainable development, creation of new zone districts to meet stated goals, and changes to the development review process. These do not appear to be "housecleaning" but rather changes to the code that may require significant public input. Please clarify.

**A: The process will require public input; however, the basis of revisions will focus on "housecleaning" matters.**

Q14: The consultant selection timeframe is 90 days from the opening of the responses. This would put the earliest date to begin work approximately Dec. 1. The schedule in the RFP requires the adoption hearings prior to March 31, 2011. This leaves less than 3 months to draft the revised LDC, hold the joint workshop, revise the draft and hold the required public hearings (1 Planning Commission and 2 BOCC). Is this the correct schedule?

**A: Although this is correct as written, it is subject to change during the analysis process.**

Q15: It is our understanding that the proposed budget for both the EAR and the LDC updates was set by the BOCC at \$150,000. The selected firm for the EAR proposed a budget of \$115,000. This would leave a budget of \$35,000 for the LDC updates. Is this correct?

**A: No. The EAR contract is currently in negotiation and budgets have not been finalized.**

Q16: The RFP in paragraph B.03i. requires disclosure of any private client engagements that your business entity has undertaken on a Manatee County Land Development Code matter from 2003 to the current date. Please clarify what is meant by a Manatee County Land Development Code matter?

**A: See answer to Q7.**