



1112 Manatee Avenue West
Bradenton, FL 34205
purchasing@mymanatee.org

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 23-R080813SAM
Project No.: 6111100
Solicitation Title: Manatee County Animal Services Adoption Building
Design Services
Addendum Date: January 20, 2023
Procurement Contact: Sherri Meier, Procurement Team Leader

RFQ 23-R080813SAM is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of RFQ 23-R080813SAM

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ is January 24, 2023.

QUESTIONS AND RESPONSES:

- Q1. Can you please send over the slides from today's meeting at your earliest convenience?**
R1. Non-mandatory information conference presentation attached to this Addendum 1.
- Q2. Can you please provide the presentation slides from the Information Conference that was held this morning [Thursday] at 9:30 a.m.?**
R2. See Response to Q1.
- Q3. Our president, Marcel Maslowski, attended the information conference at your offices yesterday regarding Manatee County's Animal Services Adoption Building Design Services. Marcel is interested in obtaining a copy of the attendees list from that meeting. When you have a chance, could you respond to me with that information?**
R3. Non-mandatory information conference sign-in sheet attached to this Addendum 1.
- Q4. My name is Rosetta Doherty, and it is a pleasure to introduce myself as the Director of Client Services at Rauhaus Freedenfeld & Associates, LLP (rfa). On behalf of our Principal Architect, Warren Freedenfeld, I am requesting a copy of the slideshow**

from yesterday morning's Solicitation Information Conference at which he was present.

R4. See response to Q1.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFQ.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE



Non-Mandatory Solicitation Information Conference

RFQ NO. 23-R080813SAM

Manatee County Animal Services Adoption Building
Design Services

Due Date & Time: February 8, 2023
@ 2:00 PM

NO QUESTIONS ARE OFFICIAL
UNLESS SUBMITTED IN WRITING



Agenda

- Introductions
- Lobbying Limitation
- Notifications
- Solicitation Schedule
- Due Diligence Review
- Minimum Qualifications
- Background
- Project Description
- Specifications / Scope
- Deliverables
- Evaluation Criteria
- Proposal Response
- Trade Secrets
- Mistakes That Could Cost You



Lobbying Limitation

- The limitation against lobbying begins at the date and time solicitation advertises and ends upon execution of the final contract.
- All inquiries/communications regarding RFQ must be submitted to sherri.adamsmeier@mymanatee.org or purchasing@mymanatee.org

ATTN: Sherri Meier

Lobbying prohibition limits any type of communication between:

- Prospective proposers or their agents, representatives, or persons acting at the request of such proposer

and

- County officers, agents or employees (e.g., County Commissioners, County Administrator, County Consultants) other than Procurement



Notifications

- The County utilizes the following methods for notification and distribution of solicitation opportunities:
 - County Website www.mymanatee.org
 - DemandStar <https://www.demandstar.com>
 - Request via email purchasing@mymanatee.org
 - Hard copies are available at County Administration Bldg., 8th fl.
- These are the only authorized methods
- Bidder must verify the validity of RFQ documents and solicitation information received from any other source.



Solicitation Schedule

ACTIVITY	DATE
Deadline for Asking Questions	January 24, 2023
Final Addendum Posting	January 31, 2023
Proposal Due Date and Time	February 8, 2023 @ 2:00 PM ET
Technical Evaluations #1	TBD
Technical Evaluations #2	TBD
Interviews, if conducted	TBD
Final Evaluations	TBD
Anticipated Project Award	April 2023



Due Diligence Review of Proposals

- Due diligence review: proposals are evaluated to determine whether each Proposer is responsible and responsive.
 - A responsible Proposer is a Proposer which the County affirmatively determines has the ability, capability and skill to perform under the terms of the agreement. One who meets the minimum qualification requirements of this RFQ.
 - A responsive Proposal is one that follows the requirement of this solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document.
 - Proposals that are deemed non-responsible and/or non-responsive will not be considered or evaluated.



Minimum Qualifications

- Proposer must be registered with the State of Florida. Division of Corporations to do business in Florida.
- Proposer must possess current, valid licenses and certifications required under Florida Statute to perform engineering or architectural services as applicable to the Manatee County Animal Services Adoption Building project.
- Proposer or its subconsultant has completed (certificate of occupancy has been issued) a minimum of three (3) projects similar in scope included in the RFQ since January 1, 2011.



Minimum Qualifications (Continued)

- Proposer is not on the Florida Suspended, Debarred, Convicted Vendor, Excluded Parties or Scrutinized list of Prohibited Companies lists.
- If you are filing as a joint venture, provide the firms approved filling with the DBPR.
- Must have no reported conflicts of interest in relation to this RFQ.
- Complete Forms 1 through 9 included in RFQ.
- Proposer provides a Response that conforms to the material aspects of Exhibit 2.



Exhibit 2, 2.01 Information to be Submitted

- The contents of each Response shall be organized and arranged with tab numbers and tab names in the same order as listed in the RFQ and with the same TAB names and numbers. The Response should contain sufficient detail to permit the County to conduct a meaningful evaluation. However, overly elaborate responses are not requested or desired. **RESPONSES TO TAB'S 6, 7, 8 AND 9 ARE LIMITED TO A TOTAL OF 15 DOUBLE-SIDED PAGES.**



Background

- The County is requesting proposals from qualified firms for the provision of professional design services for the Manatee County Animal Services Adoption Building project.
- To meet the complete needs of the growing community, it is imperative to build a state-of-the-art adoption facility located at the Bishop Animal Shelter location. The Center would include, dog adoption kennels, and isolation kennels for the dogs. Additional areas include a training room, meet and greet rooms, play yards, workable office spaces, conference room, pocket pet adoptions and small area for cat adoptions to be utilized during high-capacity months when Cat Town is full.
- The objective of this solicitation is to provide the Planning, Design, Permitting, Cost Options and Project Management for the Animal Services.



Scope of Services

- Services to be provided by the CMAR shall include, but are not limited to, preconstruction, bidding, and construction phase services. Compensation to the CMAR for these services shall be a negotiated fee, based on a percentage of the cost of the work. A portion of the fixed fee for services shall be incrementally paid to the CMAR for preconstruction phase services.
- Professional services for design shall include, but not limited to, site survey and soil testing as required; necessary permits; civil and service utilities site work; design of the buildings substructure, superstructure, shell (exterior enclosure) and interior; mechanical, plumbing, electrical and security systems, lightning protections, and redundant infrastructure systems include uninterruptible power supply, potable water, and wastewater system.



Project Scope

Areas of the building to include, but are not limited to, the following:

- Adoption Center and Employee Building
- Additional Parking Exterior
- Kennels
- Lobby
- Meet and Greet Simulation Rooms
- Break Room
- Lecture and Training Room
- Offices
- Storage and Common Spaces



Project Scope (continued)

- The facility shall meet standards outlined in the Property Management's Preferred Building Design and Product Catalog Latest Addition, the Department of Justice ADA Standards for Accessible Design and the latest edition of the Florida Building Code which includes among other sections, the Florida Swimming Pool Code. Coordination with Schroeder-Manatee Ranch, Inc. (SMR) may also be required. Other jurisdiction entities include but not limited to, Southwest Florida Water Management District, State of Florida Department of Environmental Protection, and Manatee County Health Department and the Department of Agriculture.
- Further, the design of the project must be designed to meet the minimum standards established for "Silver" LEED certification, however the County does not intend to pursue such certification. The A/E is required to provide documentation of the LEED Silver design efforts, no tracking or monitoring is required.



Estimated Project Completion Date & Project Cost

- Estimated completion date for the 100% design submittal is eight (8) months from Notice to Proceed.
- The current Capital Improvement Plan total budgetary cost estimate is \$8,050,000.00.



Evaluation Criteria

Criteria	Maximum Points
Proposer & Team's Experience	25
Approach to Design	35
Organizational Structure and Capacity	15
Similar Completed Projects	25



Proposal Response

- Tab 1 Introduction
- Tab 2 Minimum Qualification Requirements
- Tab 3 Forms (9 Forms)
- Tab 4 Trade Secrets
- Tab 5 Proposers Statement of Organization
- Tab 6 Respondent and Team's Experience
- Tab 7 Approach to Project Management & Construction
- Tab 8 Organizational Structure and Capacity
- Tab 9 Similar Completed Projects
- Tabs must be arranged in the same order as listed above; numbered and named, **RESPONSES TO TAB'S 6, 7, 8 AND 9 ARE LIMITED TO A TOTAL OF 15 DOUBLE-SIDED PAGES.**



Trade Secrets

- Proposers must identify any trade secret being claimed in accordance with Florida Statute 812 and the instructions in the RFQ.
- Designation of the entire Proposal as 'Trade Secret', 'Proprietary' or 'Confidential' is not permitted and may result in a determination that the Proposal is non-responsive and therefore will not be evaluated or considered.



Insurance Requirements

Coverage limits of not less than:

- Automobile: \$2m / combined single limit; or \$1m Bodily Injury and \$1m prop damage; \$10k No fault; \$500k non-owned and \$10k medical payments.
- General Liability: \$2m /single limit per occurrence; \$4m aggregate; \$2m products; \$1m personal / advertising injury; \$100k fire damage; \$10k medical expense and \$1m third party property.
- Employer's Liability: \$100k each accident; \$500k disease each employee; \$500k disease policy limit and Workers Compensation Insurance.
- Professional Liability and/or Errors and Omissions (E&O) Liability: \$3m bodily injury and property damage each occurrence; and \$3m general aggregate.



Mistakes That Could Cost You!

- Delivering the response after the deadline.
- Failing to provide the information requested for the “Minimum Qualifications”.
- Not presenting questions regarding minimum requirements, scope/specifications, terms and conditions, or other provisions prior to the deadline for delivery of questions, which include questions about the insurance coverages and the sample agreement attached to the RFQ.
- Providing information that is not legible, too **small** or blurry.
- Failing to acknowledge addenda.
- Failing to sign the response.
- Failing to have insurance coverages at expected limits.



Questions?

- All inquiries/communications regarding RFQ must be submitted to:

sherri.adamsmeier@mymanatee.org or
purchasing@mymanatee.org, Attn: Sherri Meier

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