



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

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 20-R074756SAM
Solicitation Title: John H. Marble Park Architectural / Engineering Services
Addendum Date: August 7, 2020
Procurement Contact: Sherri Meier

RFQ 20-R074756SAM 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 NO. 20-R074756SAM.

CHANGE TO:

SECTION A.37, SOLICITATION SCHEDULE

| Scheduled Item | Scheduled Date |
|---|-------------------------------|
| Non-Mandatory Solicitation Information <u>Conference</u> will be held via Zoom® meeting at the following link: https://manateecounty.zoom.us/j/82676344797 | August 11, 2020, 9:30 AM ET |
| Question and Clarification Deadline | August 14, 2020 |
| Final Addendum Posted | August 24, 2020 |
| Proposal Due Date and Time | September 4, 2020, 2:00 PM ET |
| Technical Evaluation Meeting | September 18, 2020 |

| | |
|--|---------------------------|
| Technical Evaluation Meeting | <u>September 22, 2020</u> |
| Interviews (if conducted) | <u>October 2, 2020</u> |
| Final Evaluation Meeting (if required) | <u>October 5, 2020</u> |
| Project Award | November 2020 |

QUESTIONS AND RESPONSES:

Q1. We are looking into the RFQ for John H. Marble Park Architectural/ Engineering Services and found that Ugarte + Associates had done the design up to 30% and had a quick question. Is this firm allowed to submit for this RFQ even though they had already worked on this project?

R1. No.

Q2. 30% progress was completed by the architecture firm, Ugarte & Associates. Will this vendor be competing for this bid as well?

R2. Refer to R1.

Q3. Will the plan holder’s list for this bid be available to the public? If so, where can the list be accessed?

R3. The system Procurement uses to advertise solicitations currently does not have the planholder's list functionality activated. Procurement is working with the vendor to engage this feature. A planholder's list will not be available for this RFQ.

Q4. Can I get a copy of the presentation from the Non-mandatory information conference?

R4. Yes, attached to this Addendum 1.

END OF ADDENDUM

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.

AUTHORIZED FOR RELEASE



**Non-Mandatory
Solicitation Information Conference
RFQ NO. 20-R074756SAM
John H. Marble Park
Architectural / Engineering Services**

Due Date: September 4, 2020 @ 2:00 PM



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 solicitations advertise 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 bidders or their agents, representatives, or persons acting at the request of such bidder

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
 - Bid Sync www.bidsync.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 all RFQ documents and solicitation information received from other sources



Solicitation Schedule

| ACTIVITY | DATE |
|------------------------------------|--------------------------------|
| Deadline for Delivery of Questions | August 14, 2020 |
| Final Addendum Posting | August 24, 2020 |
| Proposal Due Date and Time | September 4, 2020 @ 2:00 PM ET |
| Technical Evaluations | September 18, 2020 |
| Technical Evaluations | September 22, 2020 |
| Interviews | October 2, 2020 |
| Final Evaluations | October 5, 2020 |
| Anticipated Project Award | October 2020 |



Due Diligence Review of Proposals

- Due diligence review: proposals are evaluated to determine whether each Proposer is responsive and responsible.
 - A responsible Proposer means a Proposer meets the qualification requirement(s) of this RFQ. Attachment B, Tab 2 No. 1 through 7.
 - A responsive Proposer means a Proposer has submitted a Proposal that conforms in all material respects to the requirements in the RFQ.



Minimum Qualifications

- Proposer must be registered with the State of Florida. Division of Corporations to do business in Florida.
- Must possess current, valid licenses and certifications required under Florida Statutes to perform architectural or engineering services as is applicable to the John H. Marble Park Rehabilitation Project.
- Proposer or its subconsultant has provided A/E services for a minimum of 3 gymnasiums (certificate of occupancy issued) especially those involving governmentally owned facilities since August 2010.



Minimum Qualifications

- If submitting as a joint venture, proposer must file the required documents. If Proposer is not a joint venture, **provide a statement to that effect.**
- Must have no reported conflicts of interest in relation to this RFQ.
- Complete Forms 1 through 9 included in RFQ.



Background

- The John H. Marble Park (Park), located at 3675 53rd Avenue East in Bradenton, FL, was acquired by the County in the mid 1990's. Amenities at the Park currently include a gymnasium, basketball courts, bocce ball courts, pavilions, a playground, pool, restrooms, and tennis courts. The park is the location for after-school health and wellness programming provided by the County.
- Prior to the issuance of this solicitation, the County began the design process utilizing a continuing services agreement for architecture / engineering services. The Consultant fulfilled the first milestone deliverable of 30% design (Attachment C). Based on the County's interpretation of Florida Statute Section 287.055, it was determined that the remaining design services be solicited through a Request for Qualification.



Project Description

- Successful Proposer shall provide all labor materials for the design of the John H. Marble Park Rehabilitation, project components include but are not limited to:
 - Sitework
 - Gymnasium
 - Bath House
 - Tennis Courts
 - Facility Retrofit
 - Pavilion
 - Parking Lot
 - Hurricane Event Shelter
 - Add Alternates
 - Existing Storage Building
 - Existing Tennis Courts
 - Splashpad Design



Specifications/Scope

- Gymnasium: Demolish, remove and replace existing gymnasium. Square footage increases from 13,892 to a square footage that accommodates programming requirements.
- Bath house: Demolish and remove bath house.
- Tennis courts: demolish and remove existing tennis courts.
- Facility Retrofit: Expand deck on existing pool deck and construct a picnic pavilion.
- Pavilion: Construct an ADA compliant a pavilion/restroom facility.
- Parking Lot: Parking lot to be demolished, relocated and slightly increased to accommodate the facility design/master plan and Stormwater improvements.
- Hurricane Event Shelter: Provide design for hardening of the facility to meet building code standards for the intended use as a storm event facility.



Specifications/Scope

- Add alternates (to be included at the sole discretion of the County):
 - Existing Storage Building: Remove and replace the existing storage maintenance building with a smaller building.
 - Existing Tennis Courts: Construct New courts on site to replace the old courts.
 - Splashpad Design



Deliverables

- Project management, coordination, field review & data collection
- Design & permitting
- Bid and Construction Phase Services



Evaluation Criteria

| Criteria | Weight |
|---------------------------------------|--------|
| Proposer & Team's Experience | 20% |
| Approach | 25% |
| Organizational Structure and Capacity | 10% |
| Similar Completed Projects | 20% |
| Interviews | 20% |
| Volume of Work | 5% |

* If interviews/presentations are not conducted, no points will be given for this criterion.



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
- Tab 8 Similar Completed Projects
- Tab 9 Organizational Structure and Capacity and Volume of work
- Tabs must be arranged in the same order as listed above; numbered and named, **Tabs 5, 6, 7, 8 & 9 are limited to a total of 55 single-sided pages.**



Trade Secrets

- Proposers must identify any trade secret being claimed in accordance with Florida Statute 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.
- Trade secret material must be segregated from the portions of the Proposal that are not being declared as trade secret.



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.
- Providing information that is not legible, too small or blurry.
- Failing to acknowledge addenda.
- Failing to sign the response.



Questions?

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

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