



Financial Management  
Procurement Division  
1112 Manatee Ave W., Suite 803  
Bradenton, FL 34205  
Phone: (941) 749-3014  
www.mymanatee.org

June 1, 2017

TO: All Interested Proposers

SUBJECT:

Request for Proposal (RFP) #17-1253MS  
Environmental and Marine Engineering Professional Services

**ADDENDUM No. 2**

The following items are issued to add to, modify and clarify the Request for Proposal document. Proposals are to be submitted on **June 8, 2017 at 2:30 P.M.**, in conformance with the additions and revision listed herein.

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP is May 31, 2017 at 3:00 P.M.**

**Question 1:** Is there a point allocation available for the evaluation criteria?

**Response:** Please refer to Section D.01 of the RFP –Evaluation Factors.

**Question 2:** Section C.01.18 asks us to include at least three references who can substantiate our qualifications without duplicating references used for past performance. I would like to confirm that ‘past performance’ is referring to the projects provided in Section C.01.4 – Experience, and that we are indeed not allowed to use the same references as the applicable projects relevant to this scope of work?

**Response:** Please use new references not previously named in your proposal.

**Question 3:** C.01.16 – Financial Records – can you please outline how we should provide authorization to access financial records to the County? Is there a specific form we should provide or will a simple statement indicating authorization suffice?

**Response:** A simple and signed statement within your proposal from the authorized individual is sufficient.

**Question 4:** C.01.18 (references). Are you looking for reference letters to include or just the contact information for a reference?

**Response:** You may include reference letters but it is not mandatory. The reference letters must include all information required in Section C.01.18.

**Question 5:** Has the County identified the number of firms they intend to select / recommend for award? Section D.04 states that a “proposer” will be recommended which seems to suggest a single firm will be selected.

**Response:** The County reserves the right to award a single proposer or multiple.



June 1, 2017

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**Question 6:** You have 20 separate line items in Section C outlining the proposal submittal. Do you want 20 separate tabs/sections? Or would the County accept a streamlined submittal using just major tabs, for example: Firm Qualifications, Project Experience, Personnel, Project Approach, Fiscal Information, and Forms, provided all of the requested information is included within the major tabs?

**Response:** Please refer to section C.01 Information to be Submitted, "The contents of each proposal will be separated and arranged with tabs in the same order as listed below and with the same subsection number beginning with C.01.1 in order to organize the response to each specific subsection."

**Question 7:** For C.01.13; please clarify or define what the "explanation of the proposer's legal capacity and legal capabilities to perform all the facets of the scope of services" means specific to the marine engineering and environmental services outlined in Section B.

**Response:** A statement from the Proposer indicating current legal standing is sufficient.

**Question 8:** For C.01.15, please define what the County accepts for demonstrating financial capacity. Would a letter of reference from the proposer's bank suffice? Would the proposer's contract backlog report suffice?

**Response:** A statement from the Proposer would be sufficient and/or a statement from whomever is designated within the agency to provide financial information.

**Question 9:** For C.01.16, please clarify or define what form of authorization does the County want from the proposer granting access to the proposer's financial records?

**Response:** A signed statement within your proposal from the authorized individual is sufficient.

**Question 10:** For C.01.16, as the proposer's financial summary statement contains privileged and confidential information, may the proposer submit the statement in a separate sealed envelope?

**Response:** Yes, but please refer to section A.24 of the RFP as clarified in Addendum 1.

**Question 11:** For C.01.18, please define if the County wants three letters of reference, or just the contact information for three of the proposer's references.

**Response:** See response to Question No. 4.

**Questions 12:** Can you tell me if this advertisement is for a continuing contract & if so, how long will the contract be? Also, could you let me know who previously and/or currently held the contract?

**Response:** The County currently does not have a continuing service contract with any Agency. The contract would be for "as needed" for projects throughout Manatee County.

Proposals are to be prepared as instructed in this Request for Proposal and shall be received at Manatee County Purchasing Division, Suite 803, 1112 Manatee Avenue West, Bradenton, FL 34205 on or before **2:30 P.M. on June 8, 2017.**

Regards,  
Monica Sell  
Contracts Negotiator



Handwritten signature of Monica Sell, with the initials 'MS' written below it.