



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

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 22-R079612SAM
Project No.: 6111900
Solicitation Title: Request for Qualifications Construction Management at Risk Services for the Bradenton Area Convention Center Expansion
Addendum Date: July 21, 2022
Procurement Contact: Sherri Meier

RFQ No. 22-R079612SAM 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. 22-R079612SAM.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ is August 1, 2022.

CHANGE TO:

SECTION A, INSTRUCTIONS TO PROPOSERS, ARTICLE A.36 SOLICITATION SCHEDULE

Change to Article A.36, Solicitation Schedule:

| Scheduled Item | Scheduled Date |
|--|--------------------------------|
| A non-mandatory Information Conference will be held at the Bradenton Area Convention Center, 1 Haben Blvd, Palmetto, FL 34221. A non-mandatory site tour will be conducted immediately following the Information Conference. | July 19, 2022, 9:00 AM ET |
| Question and Clarification Deadline | August 1, 2022 |
| Final Addendum Posted | August 8, 2022 |
| Proposal Due Date and Time | August 15, 2022, by 2:00 PM ET |

| | |
|--|--|
| Technical Evaluation Meeting | <u>August 22, 2022 @ 9:30 AM ET</u> |
| Technical Evaluation Meeting | <u>August 26, 2022 @ 10:30 AM ET</u> |
| Interviews/Presentations/Demonstrations (if conducted) | <u>September 6, 2022 @ 9:30 AM ET</u> |
| Final Evaluation Meeting (if required) | <u>September 7, 2022 @ 11:00 AM ET</u> |
| Projected Award | October 2022 |

QUESTIONS AND RESPONSES:

Q1. Can the pdf be unlocked so we can fill out the forms on the pdf?

R1. See separate attachment to this Addendum 1.

Q2. Is it possible to get a copy of the pre-bid conference sign in sheet and PowerPoint?

R2. See documents included with this Addendum 1.

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 & Site Visit

RFQ NO. 22-R079612SAM

Construction Management at Risk (CMAR) Services
for the Bradenton Area Convention Center
Expansion

Due Date & Time: August 15, 2022 @ 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 | August 1, 2022 |
| Final Addendum Posting | August 8, 2022 |
| Proposal Due Date and Time | August 15, 2022 @ 2:00 PM ET |
| Technical Evaluations #1 | August 22, 2022 @ 9:30 AM ET |
| Technical Evaluations #2 | August 26, 2022 @ 10:30 AM ET |
| Interviews, if conducted | September 6, 2022 @ 9:30 AM ET |
| Final Evaluations | September 7, 2022 @ 9:30 AM ET |
| Anticipated Project Award | October 2022 |



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.
- Must possess current, valid licenses and certifications required under Florida Statute to perform CMAR services for a minimum of 7 years, since July 1, 2015, as is applicable to the Bradenton Area Convention Center Expansion project.
- Proposer or its subconsultant has completed (certificate of occupancy has been issued) a minimum of 5 projects with a minimum of 3 responses required for CMAR projects involving conference / convention center expansion, renovation, and/or new construction since July 1, 2012.



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 below and with the same TAB numbers and NAMES. The Response should contain sufficient detail to permit the County to conduct a meaningful evaluation. However, overly elaborate responses are not requested or desired, with that said, the **entire** Response is limited to **a total of 30 double-sided pages (with the exclusion of Tab 3). Tabs 6, 7, 8 & 9 must include the question from each of the tab's criteria and the answer listed directly below.**

- **Example from Tab 7**

5. Provide a narrative of the methodology for engaging with County representatives in-the-course of performing the duties.

Manatee County will have a dedicated team for this project, with a single point of contact within Fawley Bryant Architecture. This will enable clear communication and clarity throughout. Further, your project manager will work with you in setting scheduled meetings throughout the planning process.



Background

- Adjacent to the Bradenton Area Convention Center a full-service Sheraton Hotel started construction Summer of 2021. This hotel will be the headquarters hotel for the facility and bring larger events and conferences to the area. It is imperative to partner with the County, design and hotel team on the construction of the convention center expansion. Without the expansion of the convention center, the Convention Visitors Bureau (CVB) would not have the amenities to attract small conference / conventions.
- The intent of this Request for Qualifications (RFQ) is to select a firm to provide professional CMAR services as part of a team that includes County representatives and the County's selected design team, Fawley Bryant Architects, Inc.



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.
- CMAR's primary focus should be the completion of the addition, pre-function space and Convention Center renovation to coincide with the opening of the hotel (November 2023). If necessary, the above scope can be phased in two (2) parts to facilitate the completion of Phase One on or before the hotels scheduled opening date: **Phase One** - Convention Center Addition, Convention Center Property, Conference Center, Lobby/Concession Area, Exhibit Hall, Kitchen Area. **Phase Two** - Parking Deck, Corporate Offices.



Project Scope

Convention Center Addition

1. Build approximately 30,000 sq. ft. addition on the North side of the Convention Center.
2. Buildout 15,000 sq. ft. air-conditioned ballroom within the 30,000 sq. ft. addition.
3. Buildout an air-conditioned pre-function space within the 30,000 sq. ft. addition.
4. Build out VIP lounge/ reception area per architectural plans in pre-function space.
5. Buildout an air-conditioned corridor/connector to the hotel as part of the 30,000 sq. ft. addition space.
6. Demolish existing family restroom at entrance to Conference Center.
7. Provide proper Storm Water Management per Civil Engineering Plans.

Convention Center Property

1. Install Ceremonial Portico at entrance from Haben Boulevard per architectural design.
2. Renovate entry canopy per architectural plans, no structural changes made.
3. Enclose the underside of the eaves throughout the perimeter of the building.
4. Renovate the exterior of the convention center to match and harmonize with the appearance of the proposed hotel.
5. Renovate parking area per engineering plans.
6. Install directional signage per architectural plans.
7. Renovate Landscaping per Landscape Architects plans around building perimeter.
8. Install landscape screening element for the existing pergola area to shield from parking lot and provide movable space dividers.
9. Landscape parking area to code minimum specifications.
10. Landscape screening at the existing loading dock area.



Project Scope (continued)

Conference Center

1. Demolish connecting doors to Conference Center area.
2. Install larger doors to enlarge entrance way to Conference Center area.
3. Renovate the Conference Center to include the following: "one for one" replacement of flooring, ceilings, paint, and lighting fixtures. (No mechanical or structural work in existing areas is included in the scope.)
4. Renovate restrooms in the Conference Center: flooring, wall finishes and all fixtures (partitions, lights, sinks/vanity, faucets, mirrors, etc.)
5. Install additional ambient lighting in the Conference Center (approximately 15,000 sq. ft.)
6. Install all necessary equipment for media stations throughout facility for charging phones, hardwire to internet, Wi- Fi, phone booths per architectural plans.

Lobby/Concession Area

1. Upgrade public restroom facility; "one for one" replacement of flooring, wall finishes, ceilings, paint, and lighting fixtures. (No mechanical or structural work in existing areas is included in the scope.)
2. Renovate ticket booth area per architectural design. (No structural work will be included in the scope.)



Project Scope (continued)

Exhibit Hall

1. Upgrade floors, ceiling, fabric screening in front of the telescopic seats (existing telescopic seats to remain as is), special event electric.
2. Renovate southwest dressing rooms to package delivery dispatch for FedEx/UPS, etc.
3. Provide direct outdoor access to storage area back of the arena/ loading dock per architectural drawings.
4. Install storage solution at back of arena and general storage areas per architectural plans
5. Reconfigure maintenance workshop area per architectural plans.

Kitchen area

1. Abandon and fill current grease trap in place.
2. Install new drain lines and grease trap.
3. Provide and install all new kitchen equipment: i.e. sinks, refrigeration, stoves, Ansel system, exhaust system, ovens, counters, etc.
4. Connect and test for operation all new kitchen equipment.

Corporate Offices

1. Build out two staff offices in the existing staff office space.



Project Scope (continued)

Parking Deck (Add Alternate)

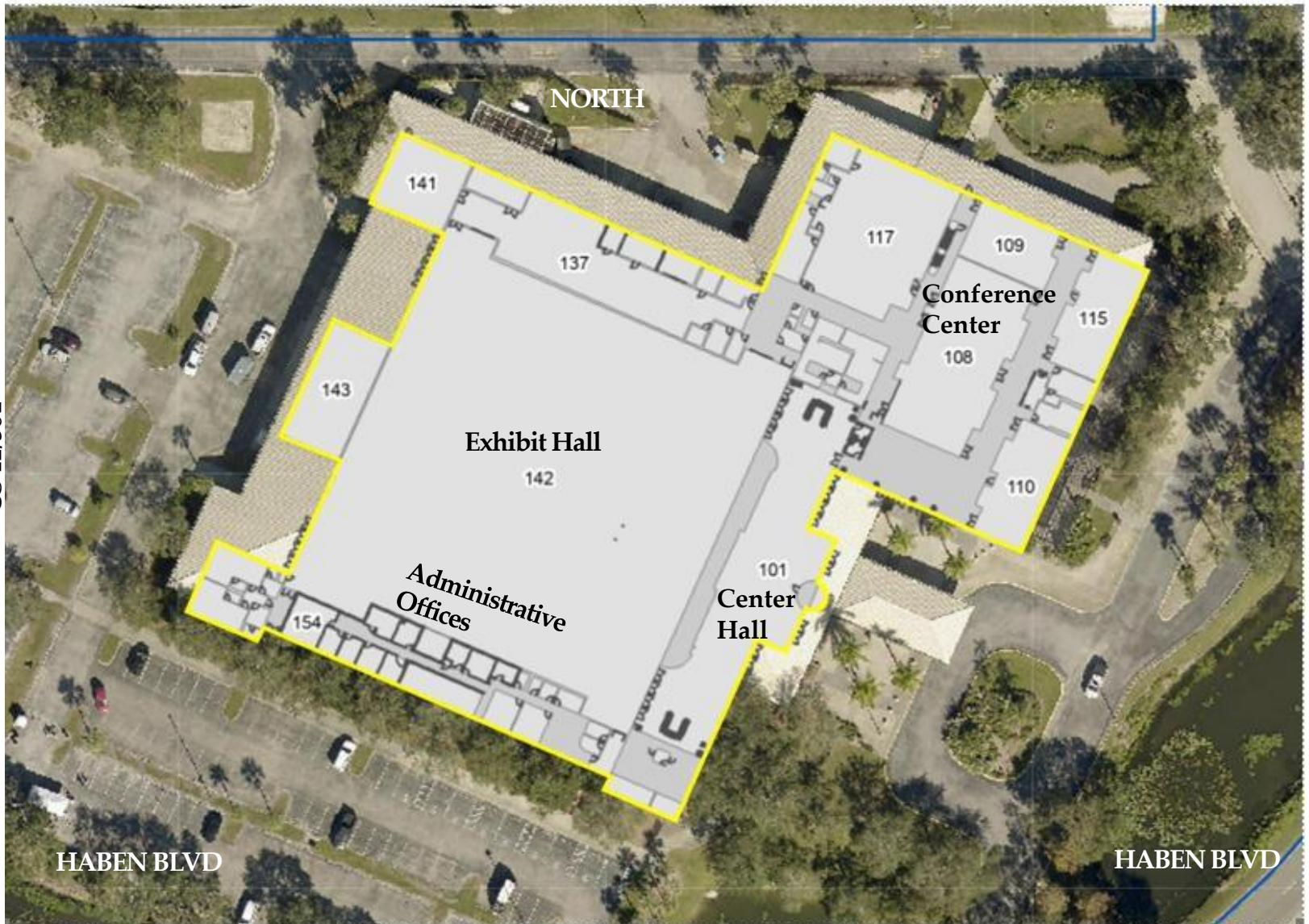
1. Supply and install an elevated parking deck with speed ramp. Single (1) level for 100 cars.
2. Renovate area of parking lot directly underneath the parking deck to accommodate 100 cars.
3. Install approximately 5 electric vehicle charging stations in the lower parking area of the parking deck per engineering plans



Estimated Project Completion Date & Project Cost

- Duration of Construction: 365 calendar days from issuance of Notice to Proceed (Target Completion August or September 2023)
- The County has budgeted the project construction cost of approximately \$21,000,000 not including the cost of furniture, fixtures & equipment.

US 41/301



NORTH

141

137

117

109

Conference Center

115

108

110

143

Exhibit Hall

142

Administrative Offices

154

101

Center Hall

HABEN BLVD

HABEN BLVD



Evaluation Criteria

| Criteria | Maximum Points |
|---|-----------------------|
| Proposer & Team's Experience | 25 |
| Approach to Project Management & Construction | 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 Proposer 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, **Tabs 6, 7, 8 & 9 are limited to 30 two-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.



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

**NO QUESTIONS ARE OFFICIAL UNTIL
SUBMITTED IN WRITING.**



Procurement Division
Non-Mandatory Information Conference & Site Visit
RFQ No. 22-R079612SAM
Construction Manager at Risk Bradenton Area Convention Center
July 19, 2022@ 9:00 AM ET
Bradenton Area Convention Center
1 Haben Blvd., Palmetto, FL 34221

| Printed Name | Organization/Agency | Email Address |
|-------------------------------|---|--|
| Sherri Adams-Meier <i>Odm</i> | Manatee County Procurement | sherri.adamsmeier@mymanatee.org |
| Simona Brinkman <i>SB</i> | Manatee County Property Management | simona.brinkman@mymanatee.org |
| Mitch Conner | Manatee County Convention & Visitors Bureau | mitch.conner@bacvb.com |
| <i>Tarnisha Cliatt</i> | <i>DuCon, LLC</i> | <i>tcliatt@ducon.us</i> |
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