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## Solicitation Addendum

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Addendum No.: 1  
Solicitation No.: 22-TA003931CD  
Project No.: 6108662 and 6111360  
Solicitation Title: Professional Transportation Engineering Services for Erie road East West Projects- from 69<sup>th</sup> Avenue East to Martha Road and Martha Road to US 301  
Addendum Date: January 13, 2022  
Procurement Contact: Chris Daley, CPPO, CPPB- Procurement Project Manager

**RFQ No. 21-TA003666CD is amended as set forth herein. Responses to questions posed by prospective proposers are provided below. This addendum is hereby incorporated in and made a part of RFQ No. 21-TA003666CD.**

**Change to:**  
**EVALUATION OF RESPONSES, SECTION B.02 EVALUATION CRITERIA:**

The following evaluation criteria have been established for this RFQ.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Proposer & Team's Experience	<del>30</del> <u>25</u>
Approach to Project Management and Design	30
Organizational Structure and Capacity	<del>20</del> <u>30</u>
Similar Completed Projects	<del>20</del> <u>15</u>

**Replace**  
**EXHIBIT 2, PROPOSAL RESPONSE**

Replace Exhibit 2, Proposal Response with the Revised Exhibit 2, Proposal Response issued with this Addendum 1.

**CLARIFICATION OF CHANGES:**

1. All references to Complete Streets solutions have been removed from Exhibit 2. This project is not for a Complete Streets Design.
2. Item 12 in Tab 8 has been changed.

**QUESTIONS AND RESPONSES:**

**Q1. Was there a PD&E or traffic study conducted for this project? Are these plans part of that study?**

R1. 60% plans were developed by the County. A Pond siting report was also performed. Both were provided as part of the solicitation as Exhibits 3 and 4.

**Q2. The profile is missing on some of the concept plans... was that intentional?**

R2. Please utilize the information provided in the solicitation to submit your responses.

**Q3. Are resumes included in the 20-page limit for Tab 6: Respondent and Team's Experience?**

R3. Yes. Proposers should submit information that is relevant to the project listed in the solicitation, and pages may be double-sided.

**Q4. Would the County provide the survey for the project conducted during the study phase or would we need to provide full survey services as part of this project?**

R4. Survey is a necessary part of the project. The existing survey was performed 6 or 7 years ago and will be provided to the successful proposer to use. The successful proposer will need to evaluate if the survey is adequate for the project.

**Q5. Please advise who the project manager and selection committee members are.**

R5. The project manager will be Michael Sturm, and the evaluation committee members are Michael Sturm, Ed Ference, and Steve Laney.

**Q6. Please advise if proposal materials and content should meet the requirements for Section 508 Compliance.**

R6. Please refer to Section A.35, Accessibility of the solicitation.

**Q7. For Tab 7, please advise if the implementation and risk management and safety plans are included in the page count.**

R7. Yes. Proposers should submit information that is relevant to the project listed in the solicitation, and pages may be double-sided.

**NOTE:**

Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. 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

## **REVISED EXHIBIT 2, PROPOSAL RESPONSE**

This section identifies specific information which must be contained within the Proposal response and the order in which such information should be organized. The information each Proposer provides will be used to determine those Proposers with the background, experience and capacity to perform the scope of services as stated in this RFQ and which Proposer(s) best meets the overall needs of the County. For more information on the evaluation process, refer to Section B, Evaluation of Responses.

### **B.01 INFORMATION TO BE SUBMITTED**

The contents of each Response will be organized and arranged with tabs in the same order as listed below and with the same TAB 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.

### **B.02 RESPONSE FORMAT**

#### **A. TAB 1 - INTRODUCTION**

Include the following in Tab 1 of the Response.

1. A cover page that identifies Proposer, the RFP by title and the RFP number.
2. An introductory letter/statement that describe your Response in summary form (limit 2 pages).
3. A table of contents.

#### **B. TAB 2 – MINIMUM QUALIFICATION REQUIREMENTS**

In Tab 2 submit the information and documentation requested that confirms Proposers meets the following minimum qualification requirement(s):

1. Must be registered with the State of Florida, Division of Corporations to do business in Florida.

**No documentation is required. The County will verify registration.**

2. Proposer and/or its subcontractor(s) must possess current, valid licenses and certifications required under Florida Statute to perform engineer, architect, surveyor, and landscape architect services as is applicable to the design of the Erie Road East West Projects- form 69<sup>th</sup> Avenue East to Martha Road and from Martha Road to US 301.

**Submit information and documentation from the issuing agency that confirms Proposer, and/or its subcontractor(s) meet the following:**

- a. **Certified under Section 471.023, Florida Statutes, to practice or to offer to practice engineering; or**
- b. **Certified under Section 481.219, Florida Statutes, to practice or to offer to practice architecture; or**
- c. **Certified under Section 481.319, Florida Statutes, to practice or to offer to practice landscape architecture.**

3. Proposer must have been in business providing consulting services in transportation engineering for a minimum of five (5) years since January 1, 2017.

**Provide a copy of Proposer's, or the managing partner's, business license issued by the state, county, or local government indicating it has been in business in transportation engineering services since January 1, 2017.**

4. Proposer Is NOT listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies found at the SBAFLA website at <http://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/PFIA/tabid/1478/ItemId/3354/Default.aspx>

**No documentation is required. The County will verify**

5. If Proposer is submitting as a joint venture, it must have filed the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time.

**If Proposer is a joint venture, provide a copy of Proposer's approved filing with the Florida Department of Business and Professional Regulation. If Proposer is not a joint venture, provide a statement to that effect.**

6. Proposer has no reported conflict of interests in relation to this RFQ.

**Disclose the name of any officer, director or agent who is also an employee of the County. Disclose the name of any County employee who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches. If no conflicts of interests are present, Proposer must submit a statement to that affect.**

**C. TAB 3 – FORMS**

Provide the completed and executed Forms listed below in Tab 3.

Form 1, Acknowledgement of Addenda

Form 2, Response Signature Form

Form 3, Public Contracting and Environmental Crimes Certification

Form 4, Conflict of Interest Disclosure

Form 5, Non-Collusion Affidavit

Form 6, Truth in Negotiation Certification

Form 7, Scrutinized Company Certification

Form 8, Insurance Statement

Form 9, Indemnity and Hold Harmless

**D. TAB 4 - TRADE SECRETS**

Pursuant to Section A.28, Trade Secrets, in Tab 4 identify any trade secret being claimed. Proposer must submit purported trade secret as follows:

1. Trade secret material must be segregated, within the applicable TAB, from the portions of the Response that are not being declared as trade secret. NOTE: Responses cannot be designated as 'Proprietary' or 'Confidential' in their entirety.

2. Proposer shall cite, for each trade secret being claimed, the Florida Statute number which supports the designation.
3. Proposer shall offer a brief written explanation as to why information claimed as trade secret fits the cited Statute.
4. Proposer shall provide an additional electronic copy of its Response that redacts all designated trade secrets.

**E. TAB 5 - PROPOSER STATEMENT OF ORGANIZATION (LIMIT 5 PAGES)**

In Tab 5, provide information and documentation on Proposer as follows:

1. Legal contracting name including any dba.
2. State of organization or incorporation.
3. Ownership structure of Proposer's company.  
(e.g., Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation)
4. Federal Identification Number.
5. A fully completed (signed and dated) copy of Proposer's W-9.
6. Contact information for Proposer's corporate headquarters and local office (if different) NOTE: local is defined as Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota counties.
  - i. Address
  - ii. County, State, Zip
  - iii. Phone
  - iv. Number of years at this location
7. List of officers, owners and/or partners, or managers of the firm. Include names, addresses, email addresses, and phone numbers.
8. Contact information for Proposer's primary and secondary representatives during this RFQ process to include the following information:
  - i. Name
  - ii. Phone
  - iii. E-mail
  - iv. Mailing Address
  - v. County, State, Zip
9. Provide a brief summary regarding any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its partners, employees or subcontractors is or has been involved within the last three years.
10. Provide details of any ownership changes to Proposer's organization in the past three years or changes anticipated within six months of the Due Date and Time (e.g., mergers, acquisitions, changes in executive leadership).

**F. TAB 6 – RESPONDENT AND TEAM'S EXPERIENCE (LIMIT 20 PAGES)**

In Tab 6, provide details of Proposer and its team's experience to include the following:

1. Provide a summary of Proposer's background, size and years in business.
2. Describe Proposer's experience in transportation engineering design services for other government agencies, particularly those within Florida.
3. Provide Proposer's years of experience in transportation engineering design services using Complete Streets solutions for urban collector roadways.
4. Identify and include information regarding experience and qualifications of Proposer's key staff to be assigned to the services. Include a resume for each with

- the name of the firm(s) for their current and previous employers, their full names, professional credentials (e.g., certifications and/or licenses), and roles and duties which the individuals will provide to the County. Include the address of their current primary office location, email address and phone number.
5. Identify any proposed sub-contractors to accomplish the work. Include the company name, the name of the individual(s) to be assigned, and an overview of their experience and qualifications applicable to their role in the provision of design services for the County.
  6. Describe any significant or unique accomplishments, recognition, or awards received by Proposer, its key personnel, or its subcontractors for previous similar services.
  7. Provide a minimum of three (3) client references for design services performed by Proposer, similar in scope as defined in this RFQ, who are agreeable to responding to an inquiry by the County. References should include the following information:
    - a. Client name
    - b. Client address
    - c. Client contact name
    - d. Client contact phone and fax numbers
    - e. Client contact email address
    - f. Brief description of work (1-2 sentences)
    - g. Performance period (start/end dates)
    - h. Total dollar value of contract

**G. TAB 7 - APPROACH (LIMIT 14 PAGES)**

In Tab 7, provide Proposer's project approach to include the following:

1. A narrative of the project approach and an explanation of how this approach meets County objectives and requirements as specified in this RFQ.
2. An explanation of Proposer's technical ability to perform all facets of the scope of services defined in Attachment A. If more than one Proposer is jointly filing a Response, details must be provided to clearly demonstrate individual roles and responsibility for all components of the project.
3. Details of implementation plan and schedule. Provide an implementation schedule for each key milestone and component of services with emphasis on providing a complete set of plans and specifications for bidding.
4. Provide a narrative of the methodology for engaging with County representatives in-the-course of performing the duties.
5. Proposer shall thoroughly explain:
  - a. Its accessibility in the areas of availability for meetings, general communications, coordination, and supervision.
  - b. How Proposer physically plans on attending pre-scheduled meetings.
  - c. How Proposer plans on ensuring accessibility and availability during the term of the Agreement.
6. Proposer's Risk Management and Safety Plan that includes a list of risks related to the provision of services and Proposer's proposed mitigation procedures for each item.
7. Submit any additional information not previously requested which Proposer believes would assist County in the evaluation of Proposer's approach to provide the required services.

**H. TAB 8 - ORGANIZATIONAL STRUCTURE AND CAPACITY (LIMIT 12 PAGES)**

In Tab 8, provide information and documentation on Proposer as follows:

1. Identify whether or not the Proposer is a certified minority business enterprise and include as copy of the applicable document from the certifying agency.
2. Submit details of Proposer's staffing resources, at the location that will provide services to the County as well as corporately; by discipline and the number of personnel within each discipline.
3. Detail the location of the managing office and what plans will be adopted to ensure County citizens receive consideration for employment; and suppliers located within the County will be used for the acquisition of goods and services needed to perform the scope of services.
4. Submit an organizational diagram clearly identifying key personnel as well as other staffing resources who are designated to provide services to the County. For each individual in the organization diagram, include each individual's name, title, firm and indicate their functional relationship to each other.
5. If Proposer's staffing resources includes sub-consultants, submit the name of the firm(s) who will perform each discipline. If more than one firm is listed for a discipline, then label which firm is the primary firm for that discipline. Firms may perform more than one discipline.
6. If Proposer is teaming with other entities to provide the required goods and services, detail any prior similar work any two or more team members have jointly performed.
7. If a joint venture is proposed, provide an affidavit attesting to the formulation of the joint venture and provide proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities, and levels of participation in the project.
8. An explanation, in general terms, of Proposers' financial capacity to perform the scope of services. If Proposer is jointly filing a Response with other entities, details must be provided to demonstrate financial capacity of each entity.
9. Provide a statement on company letterhead and signed by a company official authorizing a County auditor and/or financial analysts access to your financial records, including all records prepared by an independent firm, or the financial records of other entities for which you have ownership interest. Such access will occur at the primary location of the Proposer, or such other location as may be agreed, for the purposes of verifying financial representations, and/or to review and assess the historical and current financial capacity of Proposer's business entity and its expected ability to meet ongoing financial obligations related to the required services, if awarded a contract. If an audit is conducted, the County's audit and/or financial analysts will report their findings in a summary report to the Procurement Official, which will be placed in the Response files for subsequent use, review, and discussions during evaluations.
10. Disclose any ownership interest in other entities proposed for services. This ownership disclosure includes ownership by the Proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
11. Detail Proposer and any subcontractor's current workloads and any projected changes to the workload within the next six months.
12. Provide a list of design projects that have been awarded to the Proposer, or any of the proposed sub-consultants, by Manatee County since January 1, ~~2020~~ 2017.



Include the following information for each:

- a. Name of the project.
  - b. Date of award.
  - c. Dollar value of the design work.
13. Submit any additional information not previously requested which Proposer believes would assist County in the evaluation of Proposer's capacity to provide the required services.

**I. TAB 9 - SIMILAR COMPLETED PROJECTS (LIMIT 10 PAGES)**

Provide a list of up to ten transportation design projects, particularly those for urban collector roadways ~~that used Complete Street solutions~~, which Proposer has successfully designed, and the project has been successfully constructed and completed (completed meaning final payment has been made) since January 1, 2012.

Include the following information:

- a. Organization/Owner name
- b. Address (City/State)
- c. Project date (Start/End)
- d. Proposer's role in the project
- e. Scope of work (Brief description)
- f. Total project costs

NOTE: Representative photographs and exhibits supporting the above projects are permitted as an attachment to this section (limit ten pages).

END OF EXHIBIT 2