



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

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 22-R078311SAM
Project No.: 6111900
Solicitation Title: Bradenton Area Convention Center Expansion
Addendum Date: January 26, 2022
Procurement Contact: Sherri Meier

RFQ No. 22-R078311SAM 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. R078311SAM.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ is February 10, 2022.

ADD:

SECTION E, EXHIBITS, EXHIBITS 4, 5, 6, 7, 8, AND 9

The exhibits referenced below hereby incorporated into the RFQ and available for download as separate attachments.

Exhibit 4, 7th Street Extension
Exhibit 5, 7th Street Extension-Landscape
Exhibit 6, Architectural Drawing
Exhibit 7, Existing Parking Count
Exhibit 8, Sheraton Palmetto Narrative
Exhibit 9, Sheraton Palmetto Visuals

CHANGE TO:

SECTION E, EXHIBITS, EXHIBIT 1, PARAGRAPH 1.01, BACKGROUND INFORMATION

A full-service Sheraton Hotel is planned to start construction in the Summer of 2021 adjacent to the Bradenton Area Convention Center. 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 hotel team on the design of the ~~hotel~~ convention center expansion as well as adding additional resources to the convention center, large growth is anticipated in hotel room night bookings directly increasing the Tourist Development Tax revenues. Without the expansion of the convention center, the Convention Visitors Bureau (CVB) would not have the amenities to attract small conference / conventions.

SECTION E, EXHIBITS, EXHIBIT 1, PARAGRAPH 1.03, SCOPE OF SERVICES

Consultant shall provide all labor, materials, equipment, supplies and travel to perform design and permitting services (to include civil, architectural, mechanical, electrical, and plumbing), bidding and construction phase services for the County. The services include project management, coordination, field review, data collection, including Subsurface Utility Engineering (SUE) and surveying, design and permitting for the ~~construction of a new racquet and aquatic complex.~~ expansion of the Bradenton Area Convention Center. Construction phase services coordination of meetings, response to Requests for Information (RFI) and submittals, preparation of record drawings and other services as noted in this Scope of Services.

QUESTIONS AND RESPONSES:

Q1. Do you happen to know when the pre-bid meeting for the contractors will be scheduled?

R1. This RFQ is for design services. Any pre-bid or information conference for the construction portion of this project will be outlined in the corresponding solicitation.

Q2. Following up to receive the power point presentation for the Bradenton Convention Center from the meeting.

R2. See PowerPoint presentation from non-mandatory information conference attached to this Addendum 1.

Q3. Can you provide the list of firms that attended the non-mandatory pre-bid meeting?

R3. See Sign-in Sheets from non-mandatory information conference attached to 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
RFQ NO. 22-R078311SAM
Bradenton Area Convention Center Expansion
Architectural / Engineering**

Due Date: February 17, 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 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
 - Periscope S2G formally Bid Sync
<https://www.periscopeholdings.com/s2g>
 - 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	February 3, 2022
Final Addendum Posting	February 10, 2022
Proposal Due Date and Time	February 17, 2022 @ 2:00 PM ET
Technical Evaluations	February 28, 2022
Technical Evaluations	March 1, 2022
Interviews	March 14, 2022, if conducted
Final Evaluations	March 15, 2022
Anticipated Project Award	May 2022



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 minimum qualification requirements of this RFQ.
 - A responsive Proposer means a Proposer has submitted a Proposal that conforms in all material respects to the requirements in the RFQ.
 - Proposals that are deemed non-responsive and/or non-responsible 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 Statutes to perform architectural or engineering services 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 3 conference / convention center / meeting halls / multiple use sites with assembly facility projects since January 1, 2017.



Minimum Qualifications (Continued)

- Must have no reported conflicts of interest in relation to this RFQ.
- Complete Forms 1 through 9 included in RFQ.



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 hotel team on the design of the convention center expansion as well as adding additional resources to the convention center, large growth is anticipated in hotel room night bookings directly increasing the Tourist Development Tax revenues. Without the expansion of the convention center, the Convention Visitors Bureau (CVB) would not have the amenities to attract small conference / conventions.
- The objective of this solicitation is to provide the Planning, Design, Permitting, Cost Options and Project Management for the Bradenton Area Convention Center Expansion.



Scope of Services

- Consultant shall provide all labor, materials, equipment, supplies and travel to perform design and permitting services (to include civil, architectural, mechanical, electrical, and plumbing), and construction phase services for the County. The services include project management, coordination, field review, data collection, including Subsurface Utility Engineering (SUE) and surveying, design and permitting. Construction phase services; coordination of meetings, response to Requests for Information (RFI) and submittals, preparation of record drawings and other services as noted in this Scope of Services.
- Proposer will also be required to work in concert with the County's Construction Manager at Risk.



Project Description

PROJECT DESCRIPTION

The successful Proposer (hereinafter in this scope referred to as Consultant) shall provide all labor and materials for the design of the Bradenton Area Convention Center Expansion project includes but not limited to the following:

- Perform full building code evaluation of the building. (Hurricane wind speeds, flooding, electrical, etc.).
- Evaluate all mechanical, electrical and generator systems.
- Evaluation/renovation of the existing roof.
- Design exterior improvements to the convention center to match and harmonize with the appearance of the proposed hotel.
- Adding approximately 15,000 sq. ft. multi-purpose room to the North side of the Convention Center (900 seat ballroom) and an air-conditioned connector / corridor to the hotel, for an overall total of approximately 30,000 sq. ft.
- Add pre-function space with adjacent corridors that would connect to the Sheraton Hotel.
- Create outdoor space for the ballroom area.
- Extend proposed “Event Plaza” at hotel across service road to connect with exit doors from the arena.



Project Description (Continued)

- Renovation of conference center to complement interior design of the proposed hotel. Upgrade to energy efficient lighting. Add ambient lighting.
- Exhibit Hall upgrades, floors, ceiling, telescopic seats, fabric screening in front of the telescopic seats, special event electric.
- Convert southwest dressing rooms to package delivery dispatch for FedEx/UPS, etc.
- Exterior renovation that integrates with the proposed hotel.
- Kitchen renovation/upgrades. Shell kitchen space with rehabilitated (passing inspection) standard exhaust systems. Provide basic utility connections like gas, water and electric. Tenant to determine needs and wants under lease agreement.
- Add a 2,500 sq. ft. demo kitchen adjacent to the conference center main kitchen. Teaching / stadium type kitchen.
- Create outdoor gathering space for receptions and events near main kitchen and demo kitchen.
- Create a grand entrance corridor to the convention center and hotel from Haben Boulevard. Include parking lot renovation, reconfiguration where needed and directional sign package.
- Landscaping package that integrates with the proposed hotel.



Project Description (Continued)

- Parking deck / garage on west side of convention center.
- Two additional staff offices, adjacent to the existing staff office space.
- Media stations throughout facility for charging phones, hardwire to internet, Wi-Fi, phone booths.
- Expand connection between arena and convention center (Northwest entrance).
- Propose alternatives to entry canopy (from renovation to replacement).
- Upgrade public restroom finishes.
- Outfit concession area for outdoor vendors / catering.
- Encase steel truss structures below roof line at eaves.
- Match building signage between hotel and County facility.
- Create VIP lounge / reception area for renters to meet clients during events.
- Provide vertical storage solution at back of arena and general storage areas.
- Provide direct outdoor access to storage area back of the arena / loading dock.
- Reconfigure maintenance workshop area.



Deliverables

- Project management, coordination, field review & data collection
- Design & permitting
- Construction Phase Services
- Estimated completion for the 100% design submittal is six (6) months from BCC contract approval.
- Review details in Item 1.04 in Exhibit 1 of the RFQ.



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 Proposer and Team's Experience
- Tab 7 Approach
- 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 20 two-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

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



Procurement Division
 Non-mandatory Information Conference
 RFQ No. 22-R078311

Bradenton Area Convention Center Expansion A/E Services

January 20, 2022

Bradenton Area Convention Center, One Haben Blvd., Palmetto, FL 34221

Printed Name	Organization/Agency	Email Address
Rodrigo Pasion	MCG Procurement	rodrigo.pasion@mymanatee.org
Jean Totti	Property Management	jean.totti@mymanatee.org
Robert K Allward / Lance Olson	Digital Building Services	lolsen@dbuilds.com
Peyton Woodroffe	TLC engineering	peyton.woodroffe@tlic-eng.com
Hjalmar A Pachas	Property Management	hjalmar.pachas@mymanatee.org
Courtney Turco	Fawley Bryant Architecture	cturco@fawleybryant.com
CHRIS CIAMFAGLIONE	Kimmy Horn	CHRIS.CIAMFAGLIONE@kimmyhorn.com
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Sherri Meier	MCG Procurement	Sherri.adamsmeier@mymanatee.org



Procurement Division
 Non-mandatory Information Conference
 RFQ No. 22-R078311

Bradenton Area Convention Center Expansion A/E Services

January 21, 2022

Bradenton Area Convention Center, One Haben Blvd., Palmetto, FL 34221

Printed Name	Organization/Agency	Email Address
Jean Totti	Property Mgt.	jean.totti@mymanatee.org
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SARAH LYONS	WJA (WANWEMACHER JENSE)	SARAM@WJARC.COM
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