



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

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 20-R075115BB
Solicitation Title: Professional Planning Services
Addendum Date: October 23, 2020
Procurement Contact: Brooke Baker

RFQ No. 20-R075115BB 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-R075115BB.

CHANGE NO. 1 TO:

ATTACHMENT B, PROPOSAL RESPONSE; TAB 7, APPROACH

Page Limit: As Applicable ~~Twenty (20) Single-Sided Pages~~

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

- a. A narrative of the project approach and an explanation of how this approach meets County objectives and requirements as specified in the RFQ.
- b. An explanation of Proposer's technical ability to perform all facets of the scope of services defined in the RFQ. If more than one (1) Proposer is jointly filing a Response, details must be provided to clearly demonstrate individual roles and responsibility for all components of the project.
- ~~c. Details of implementation plan and schedule. Provide an implementation schedule for each component of services (e.g., design, demolition, construction). NOTE: Proposer must commit to a timetable of no more than 300 calendar days for substantial completion of the project.~~
- d. Provide a narrative of the methodology for engaging with County representatives in-the-course of performing the duties.
- e. Proposer shall thoroughly explain:
 - i. Its accessibility in the areas of availability for meetings, general communications, coordination, and supervision.
 - ii. How Proposer physically plans on attending pre-scheduled meetings.
 - iii. How Proposer plans on ensuring accessibility and availability during the term of the Agreement.
- ~~f. 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.~~

- ~~g. Include a detailed description of the Proposer's Safety Plan to control the environment of the work site during on site construction.~~
- h. Provide sample reports the Proposer has previously used on similar projects.
- ~~i. Proposers are encouraged to propose the use of as many environmentally preferable, sustainable, 'green' products, materials and supplies to promote a safe and healthy environment. Submit a summary of Proposer's environmental sustainability initiatives and any products, materials or supplies that are proposed for the County's work that have documented evidence of reducing adverse effects on the environment.~~
- j. Provide a statement on company letterhead and signed by an authorized official of Proposer attesting to its commitment to meet the County's time and budget requirements for all assigned work.
- k. 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.

CHANGE NO. 2 TO:

ATTACHMENT B, PROPOSAL RESPONSE; TAB 6, PROPOSER AND TEAM'S EXPERIENCE

Page Limit: As Applicable ~~Fifteen (15) Single Sided Pages~~

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ was October 16, 2020.

QUESTIONS AND RESPONSES:

- Q1. The scope of required work on page 35 of the RFQ looks very extensive. Is the intent to hire one company to complete all of this work? The other question, we do specifically accessibility consulting related to the Americans with Disabilities Act (ADA). If the intent is to hire more than one company is this an area the County is looking for as well?**
- R1. No, the County reserves the right to award multiple companies. Completed work products shall be in an ADA-compliant format.
- Q2. Arcadis is interested in this RFP and wondering if there are currently incumbents on this contract.**
- R2. The current incumbents are Kimley-Horn and Associates, Inc.; S&ME, Inc.; and Tindale-Oliver & Associates, Inc.
- Q3. When you ask for similar projects, can we include projects from our subconsultants?**
- R3. Yes, the proposal should clearly state the subconsultants' work and the relationship between the proposer and subconsultants.
- Q4. You ask for projects in many locations, can the projects overlap? Or each time you ask for projects you require different ones?**
- R4. Projects may overlap.

- Q5. You ask for sample reports. How many? The entire report? More than one copy?**
R5. This is at the discretion of the Proposer.
- Q6. We have a brand-new employee with extensive years of planning experience. Can we use some of her projects, when including similar projects?**
R6. No, projects submitted must have been completed by the Proposer.
- Q7. Can you please clarify if the disciplines listed in the Scope of Work on page 35 (below) are all requirements of the Professional Planning Services? If yes, are they supporting disciplines only?**
- Engineering
 - Surveying and Mapping
 - Landscaping Architectural Design
 - Civil
 - Mechanical
 - Electrical
 - Plumbing
 - Structural
 - Transportation
 - Environmental / Natural Resources
 - Coastal and Marine
 - Urban Planning
- R7. The principal discipline is Urban Planning. All others listed could be supporting.
- Q8. On page 39 of the RFQ, Tab 2 – Minimum Qualification Requirements, item b. asked for professional planning services for building and development services for a minimum of 5 clients since September 1, 2010. Can you please clarify if the references are for planning services only, or does it include other disciplines listed on page 35?**
R8. Planning Services, with others listed as supporting.
- Q9. Tab 6 – Proposer and Team’s Experience: Item f., asked for minimum of 5 client references, can we reference those listed in Tab 2 or would you like the client references to be repeated?**
R9. Yes.
- Q10. Tab 7 – Approach: Items c, f, g and I – does not align with planning services, can you please clarify if we need to include the items requested in those sections?**
R10. Refer to Change No. 1.
- Q11. Tab 8 – Similar completed projects: It asks for up to 10 building and development services projects, can we provide 10 planning services projects instead?**
R11. Yes.
- Q12. Please clarify if the submitting team has to cover the Scope of Services list on RFP page 35 or the Service Requirements list on RFP page 36. Please see lists below:**

Scope of Services:

- **Engineering**
- **Surveying and Mapping**
- **Landscaping Architectural Design**
- **Civil**
- **Mechanical**
- **Electrical**
- **Plumbing**
- **Structural**
- **Transportation**
- **Environmental / Natural Resources**
- **Coastal and Marine**
- **Urban Planning**

Service Requirements:

- **Comprehensive Plan Updates/Amendments**
- **Evaluation and Appraisal of Comprehensive Plan**
- **Land Development Regulation Updates/Amendments**
- **Land Use Analysis/Planning Studies**
- **Redevelopment/Infill Plans**
- **Special Area/Small Area Plans**
- **Activity Center/Corridor Planning**
- **Scenario Planning and Build-Out Analysis**
- **Demographic Studies**
- **Land Development Agreements**
- **Site Plan Review (general, preliminary, final, landscaping, irrigation, lighting, sign plans, etc.)**
- **Adverse Impact Analysis/Review**
- **Strategic Planning, Implementation, and Evaluation**
- **Transportation Analysis/Planning**
- **Historic Preservation Planning**
- **Environmental Planning (wetlands, landscaping, air quality, lighting, etc.)**
- **Emergency Management Planning**
- **Coastal Planning**
- **Other General Planning Consulting Services**

R12. Refer to R7.

Q13. Are 11” by 17” page formats allowed?

R13. No, letter size is required (8.5” x 11”).

Q14. On RFP page 43, Tab 7, Approach - h. Provide sample reports the Proposer has previously used on similar projects, should the sample reports be in summary/profile format to stay within the section’s 15 page limit? Full sample reports would be well above and beyond the allowable page limit.

R14. Refer to Change No. 1 and R5. The County would like to see as many complete projects as much as possible. An executive summary may be submitted with each sample project/report.

Q15. On RFP page 41, Tab 6, Proposer and Team's Experience – D.: Are resumes also limited by the section's 15 page limit? i.e., Are resumes to be counted in the 15-page limit?

R15. Refer to Change No. 2.

Q16. Tab 9, Organizational Structure and Capacity – Please clarify the County's expectation for the following under a Professional Planning Services contract: '...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.'

R16. This is at the discretion of the Proposer.

Q17. In Tab 7, Approach, the County asks for items that appear to relate to construction sites and not planning activity. Is the County requiring these items as part of this submittal for planning services?

- **7.f. 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.g. Include a detailed description of the Proposer's Safety Plan to control the environment of the work site during on site construction.**

R17. Refer to R10.

Q18. In Tab 7, Approach, the County asks for the following:

- **7.h. Provide sample reports the Proposer has previously used on similar projects.**

What type of sample report is being requested? Should the Proposer provide sample work products, such as planning project deliverables? Or sample project status reports for project management purposes? Note that the 20-page limit for this section will restrict the type of sample reports the Proposer can provide.

R18. Refer to Change No. 1, R5, and R14.

Q19. On RFP page 43 and 44 – Tab 9. B. 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: Please clarify and provide more detail to the requirements for County citizens to receive considerations 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?

R19. Refer to R16.

Q20. On page 35, Section B (Scope), the list of Professional Planning Services includes disciplines such as mechanical, electrical, plumbing and structural. Our firm does not provide those specific services. Do we need to team up with another firm(s) capable of providing those services?

R20. Refer to R7 and R12.

Q21. Do resumes count within the 15-page limit noted for Tab 6?

- R21. Yes. Refer to Change No. 2.
- Q22. Is it acceptable to use Manatee County projects as project examples under Tabs 2 and 6?**
- R22. Yes, but it would be encouraged to provide work performed in other jurisdictions.
- Q23. Under Tab 7, are items c, f, g, h, and i applicable to this Planning Services RFQ?**
- R23. Refer to R10.
- Q24. If sample reports are required (Tab 7.h), would they need to be included in the 20-page count for this tab?**
- R24. Refer to R5 and R14.
- Q25. Is Tab 9, Item b (below) related to construction services or is it applicable to this Planning Services RFQ?**
- **Detail the location of the managing office and what plans will be adopted to ensure the 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.**
- R25. Refer to R16.
- Q26. Tab 9, Item h – S&ME will provide audited financial statements, if requested. However, S&ME’s policy does not authorize any County auditor and/or financial analysts to access our financial records. Would that be acceptable?**
- R26. No.
- Q27. Tab 7 - Subsection H asks for sample reports we have prepared for similar projects. This tab is limited to 20 pages. Are you requesting excerpts of reports or full reports, and do these reports count toward the page total for this section? If you are requesting full reports, could they be included in an Appendix?**
- R27. Refer to R5 and R14. Yes, they could be attached in Appendix.
- Q28. We have a question about the Scope of Services listing on page 35 (Attachment A, Section B, Scope). Is it expected that our team be able to provide every service on this list?**
- R28. Refer to R7 and R12.

No additional questions will be considered after the issuance of this Addendum No. 1.

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