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## Solicitation Addendum

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**Addendum No.:** One (1)  
**Solicitation No.:** 18-R067060AJ  
**Project No.:**  
**Solicitation Title:** General Planning Consultant Services For The Public Works Transit Division  
**Addendum Date:** 10/16/2017  
**Procurement Contact:** Abigail Jenkins; [Abigail.jenkins@mymanatee.org](mailto:Abigail.jenkins@mymanatee.org)

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**RFP 18-R067060AJ GENERAL PLANNING CONSULTANT SERVICES FOR THE PUBLIC WORKS TRANSIT DIVISION IS AMENDED TO ADD, MODIFY, AND/OR CLARIFY THE SOLICITATION DOCUMENTS AS SET FORTH HEREIN. THIS ADDENDUM IS HEREBY INCORPORATED IN AND MADE A PART OF RFP 18-R0672060AJ GENERAL PLANNING CONSULTANT SERVICES FOR THE PUBLIC WORKS TRANSIT DIVISION.**

**Change to:**  
**SECTION B, SCOPE OF SERVICES, B.02, GENERAL REQUIREMENTS, PARAGRAPH 2.**

The scope for Work Assignments will vary and typically include multiple tasks. All GPC projects are assigned as stand-alone Work Assignments that are developed by the Public Works/Transit Division on an as-required basis. The scope for Work Assignments will vary and typically include multiple tasks. All GPC projects are assigned as stand-alone Work Assignments that are developed by the Public Works/Transit Division on an as-required basis. Successful Proposer shall perform all the services specified in this Scope of Services in accordance with generally accepted professional standards.

Successful Proposer shall complete each Work Assignment within the time designated in the Work Assignment and ensure work is completed to the specifications and requirements of the Work Assignment. All work, shall conform to, and be in compliance with applicable codes, laws, ordinances, implementing regulations and restrictions. Work by specialty sub-consultants is allowed. Successful Proposer shall ensure that all sub-consultants have the expertise within the specialty area to perform the required work.

~~The successful Proposer shall have the necessary capabilities to perform all the services specified in this Scope of Services in accordance with generally accepted professional standards.~~

~~The successful Proposer shall perform all services as expeditiously as is consistent with professional skill and care and the orderly progress of the work. All work of any kind, shall conform to, and be in compliance with applicable codes, laws, ordinances, implementing regulations and restrictions. **Inclusion of specialty sub-consultants** is encouraged due to the variety of potential Work Assignments.~~

**Replace:**

**SECTION C, FORM OF PROPOSAL**

Replace Section C, Form of Proposal, with the attached revised Section C, Form of Proposal. Proposers should utilize the revised Section C which identifies specific information which must be contained within the Proposal and the order in which such information should be organized.

**(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)**

**SECTION C**  
**FORM OF PROPOSAL**

This section identifies specific information which must be contained within the proposal 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 RFP and which proposal best meets the overall needs of the County. For more information on the evaluation process, refer to Section D, Evaluation of Proposals.

**C.01 INFORMATION TO BE SUBMITTED**

The contents of each proposal will be organized and arranged with tabs in the same order as listed below and with the same TAB numbers. The Proposal should contain sufficient detail to permit the County to conduct a meaningful evaluation. However, overly elaborate responses are not requested or desired.

**C.01.1 INTRODUCTION**

Provide a cover page that identifies Proposer, the RFP by title and the RFP number. A general introductory Letter/statement that describes your proposal in summary form (limit 2 pages) and table of contents .

**C.01.2 MINIMUM QUALIFICATION REQUIREMENTS**

Provide the completed and executed Attachments included in this Request for 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. The Proposer has provided General Planning Consulting Services for at least five clients since November 1, 2014 each of which included at least one of the following components and collectively at least five of the following components (a) Route and Service Planning and Design, (b) Capital and Fleet Facility Planning, (c) ITS Transit Technology, (d) Land Use and Comprehensive Planning, (e) Marketing/Communications/Public Outreach (f) Financial Planning, Federal/State Transit Funding (g) Safety and Security (DHS/FTA) and/or (h) ADA assessments. Provide the following information for the five qualifying clients.

- a) Name of client
- b) Location (City/State)
- c) Client contact name
- d) Contact phone
- e) Contact email
- f) Service dates (Start/End)
- g) Component(s)

3. 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**

4. If Proposer is submitting as a joint venture must file 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.**

5. Proposer has no reported conflict of interests in relation to this RFP.

**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.01.3 FORMS**

Provide the completed and executed Attachments included in this RFP in Tab 3

- a. Attachment A, **PROPOSAL SIGNATURE FORM**
- b. Attachment B, **PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION**
- c. Attachment C, **ACKNOWLEDGEMENT OF FEDERAL TRANSIT AUTHORITY CLAUSES**
- d. Attachment D, **JOINT VENTURE AGREEMENT**; if applicable, see section A.08 and Section C.01.7.

**C.01.4 TRADE SECRETS**

Pursuant to Section A.24, 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 Proposal that are not being declared as trade secret. NOTE: Proposals 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 copy of its proposal that redacts all designated trade secrets.

**C.01.5 PROPOSER'S STATEMENT OF ORGANIZATION**

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.  
Address  
City, State, Zip  
Phone  
Number of years at this location
7. Years in business.
8. List of officers, owners and/or partners, or managers of the firm. Include names, addresses, email addresses, and phone numbers.
9. Contact information for Proposer's primary and secondary representatives during this RFP process to include the following information:  
Name  
Phone  
E-mail  
Mailing Address  
City, State, Zip
10. 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.
11. 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).

**C.01.6 PROPOSER AND TEAM'S EXPERIENCE.**

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. Provide Proposer's years of experience in drone services.
3. Describe Proposer's experience in drone for other government agencies, particularly those within Florida.
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 related to corrosion and odor control equipment, chemicals and/or services.
6. Describe any significant or unique accomplishments or awards received by Proposer or its subcontractors in previous similar services.
7. Provide a minimum of five client references for services, similar in scope as defined in this RFP, 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 all services provided (1-2 sentences)
- g. Performance period (start/end dates)
- h. Total dollar value of contract

### **C.01.7 CAPACITY**

Provide the following information regarding Proposer's capacity for the provision of services.

1. Details of implementation plan and schedule.
2. Specify the location(s), including the complete physical address, where the work for these services will be performed, including work performed by subcontractors, if applicable.
3. 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.
4. If Proposer's staffing resources includes sub-consultants, submit the name of the firm(s) who will perform each discipline. Detail how subcontractors will be used and to what extent.
5. An organizational diagram clearly identifying key personnel as well as other staffing resources who are designated to provide services to the County and indicate their functional relationship to each other.
6. Describe Proposer's plans and/or strategies in which County citizens would receive consideration in the provision of services and county suppliers of goods and services would be utilized. Include your approach to providing periodic reporting to monitor success in this area. If available, provide examples of reports.
7. 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.
8. 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.
9. An explanation, in general terms, of Proposers' financial capacity to perform the scope of services. If proposer is jointly filing a proposal with other entities, details must be provided to demonstrate financial capacity of each entity.
10. 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 proposal files for subsequent use, review, and discussions during evaluations.
11. 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.
12. Detail Proposer and any subcontractor's current workloads and any projected changes to the workload within the next six months.
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.

#### **C.01.8 APPROACH**

Provide Proposer's project approach to include the following:

1. The overall approach to delivering the Scope of Services and any strategies Proposer proposes to implement.
2. An explanation of Proposer's technical ability to perform all facets of the scope of services defined in Section B. If more than one proposer is jointly filing a proposal, details must be provided to clearly demonstrate individual roles and responsibility for all components of the project.
3. Details of implementation plans and scheduling to ensure timely completion of projects.
4. Provide a narrative of the proposed approach and 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 the proposer physically plans on attending pre-scheduled meetings
  - c. How the proposer plans on ensuring accessibility and availability during the term of the Agreement
6. Proposer's Risk Management Plan that includes a list of risks related to the provision of services, the potential consequences or impact of each (e.g., cost, schedule, technical) and Proposer's proposed mitigation procedures for each item.
7. Describe Proposer's approach to the following:
  - a. Managing project status and providing report/updates to the County.
  - b. Process for obtaining required expertise, equipment and supplies.
8. The County is deeply committed to respecting the environment. Include a detailed description of the Proposer's safety plan to control the environment of the work site during on site operations.
9. 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.
10. Describe the training plan approach to the meet the requirements of Section B, Item B.08. Provide examples of similar special project and ADA training plans utilized on other similar projects.
11. 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.

#### **C.01.9 FEES**

Proposer should use the Fees form on the following page for submitting its Fees proposal. Fees must be submitted as all inclusive to provide general planning consulting services in accordance with the requirements identified in this Scope of Services and as Set forth in this RFP document.

Submit one hard copy original and one duplicate hard copy of the fees proposal form in a separate sealed envelope labeled "Fees Proposal" with the Proposer's name and include with Proposer's Original hard copy of Proposal. Do not include copies of the Fees proposal form in the duplicate hard copies of the proposal response.

The Proposer's fees shall remain firm for a minimum of a one (1) year period of execution of the Agreement. Any escalation in pricing thereafter will be based on the Bureau of Labor Statistics Employment cost Index, change in most recent 12 month period applicable to the required consulting services.

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NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added. All other terms and conditions remain as stated in the <solicitation type>.

**End of Addendum**

**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.