



1112 Manatee Avenue West  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)

## Solicitation Addendum

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Addendum No.: 2  
Solicitation No.: 21-R077667SAM  
Project No.: 6093306  
Solicitation Title: Premier Campus Racquet & Aquatic Complex A / E Services  
Addendum Date: November 2, 2021  
Procurement Contact: Sherri Meier

**RFQ 21-R077667SAM 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 21-R077667SAM.**

### QUESTIONS AND RESPONSES:

**Q1. Can you please provide a pdf document that is friendly, and we can extract pages from the document such as the forms, etc.?**

R1. See Exhibit 2, Proposal Response, 2.02 Response Format, Tab 3 - Forms as a separate attachment to Addendum 2.

**Q2. Is it possible to provide the list of attendees from the pre-bid meeting for RFQ 21-R077667SAM?**

R2. Sign-in sheets attached to this Addendum 2.

**Q3. Can you post the presentation from the non-mandatory information conference?**

R3. PowerPoint presentation from non-mandatory information conference is attached to this Addendum 2.

**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. 21-R077667SAM  
Premier Campus Racquet & Aquatic Center  
Architectural / Engineering Services**

**Due Date: November 30, 2021 @ 2:00 PM**



# 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](mailto:sherri.adamsmeier@mymanatee.org) or [purchasing@mymanatee.org](mailto: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](http://www.mymanatee.org)
  - Periscope S2G formally Bid Sync  
<https://www.periscopeholdings.com/s2g>
  - Request via email [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)
  - Hard copies are available at County Administration Bldg, 8<sup>th</sup> 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

<b>ACTIVITY</b>	<b>DATE</b>
Deadline for Delivery of Questions	November 10, 2021
Final Addendum Posting	November 16, 2021
Proposal Due Date and Time	November 30, 2021 @ 2:00 PM ET
Technical Evaluations	December 15, 2021
Technical Evaluations	December 17, 2021
Interviews	January 5, 2022
Final Evaluations	January 7, 2022
Anticipated Project Award	March 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. Exhibit 2, Tab 2 No. 1 through 7.
  - A responsive Proposer means a Proposer has submitted a Proposal that conforms in all material respects to the requirements in the RFQ and contains all the information, fully completed attachments and forms.
  - 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 Premier Campus Racquet & Aquatic Complex Project.
- Proposer or its subconsultant has completed (certificate of occupancy has been issued) A/E services for a minimum of 3 commercial aquatic pool facilities and 3 commercial pickleball/racquet facilities projects since October 1, 2013.



# Minimum Qualifications

- If submitting as a joint venture, proposer must file the required documents. If Proposer is not a joint venture, **provide a statement to that effect.**
- Must have no reported conflicts of interest in relation to this RFQ.
- Complete Forms 1 through 9 included in RFQ.



# Background

- The Premier Sports Complex was acquired by the County in fiscal year 2018. A Draft Parks Master Plan has been identified with the intention of providing a racket center with pickleball, tennis courts and aquatics as the first phase of the multi-phase recreation components desired at the new Premier Recreation Complex, adjacent to and distinct from the Premier Sports Complex.
- The objective of this solicitation is to provide the Planning, Design, Permitting, Cost Options and Project Management for the Manatee County Premier Campus Racquet & Aquatic Complex.



# Project Description

- Successful Proposer shall provide all labor and materials for the design of the Premier Campus Racquet & Aquatic Complex, project components includes, but are not limited to:
  - Racquet Center (Multi-Court)
  - Aquatic Complex
  - Design Programing Space Layout



# Project Description

- **Racquet Center (Multi-Court)**
- Pickleball Courts (24)
- Pickleball County Covering/Shade Structure 10/24
- Administration Building. Building to be patterned after the Walton Tennis Center at GT Bray to include restrooms. Capability to operate a membership-based multi-court racquet facility and aquatics center with fee paying members for present racquet and future tennis courts Furniture, Fixtures and Equipment (FFNE)
- Marquee Sign
- Bonding / grounding and lightning protection
- Sitework, Utilities, Landscaping, Lighting
- Signage wayfinding
- Americans with Disabilities Act (ADA) compliant
- And other amenities as required for a functional facility



# Project Description

- **Aquatic Complex**
- One (1) 25-yard, 10-lane college competition lap pool with starting blocks and lane lines, and a shallow area for aqua fitness and swim lessons and a one (1) one-meter dive board with a diamond brite surface and broom finish concrete deck
- Pool to be operated year-round, heated & cooled. Geothermal, solar and other energy saving measures to be explored
- Pool deck shade structures
- Pool deck seating
- Public locker rooms with showers and restrooms
- First aide and lifeguard office with staff restrooms, showers and lockers
- Lighting to be Liquid Emitting Diode (LED), deck, underwater and night use
- Bonding / grounding, and lightning protection for pool



# Project Description

- Aquatic Complex (Continued)
- Perimeter fencing
- Landscaping
- Sitework, Utilities, Landscaping, Lighting
- Signage wayfinding
- ADA Compliant
- And other amenities as required for a functional facility



# Project Description

- **Provide Design Programming Space Layout**
- Future tennis courts (maximum 4 hard surface)
- Future pickleball
- Future tennis courts (minimum 10 clay surface)
- Consultant will integrate the space layout only with this project to accommodate the appropriate area required for the future design will include lighting, fencing, seating, sidewalk, water fountains, landscaping, and FFNE. Shade structure includes lighting & fans
- ADA compliant



# 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. During bidding and construction, services will include preparation of bid packages, review of bid responses and bid tabulation, 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.



# Deliverables

- Project management, coordination, field review & data collection
- Design & permitting
- Bid and Construction Phase Services



# Evaluation Criteria

<b>Criteria</b>	<b>Maximum Points</b>
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 Respondent 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, **Entire proposal response is restricted to 80 one-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](mailto:sherri.adamsmeier@mymanatee.org) or  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org), Attn: Sherri Meier

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