



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.: 24-TA005084SAM  
Project No.: 61100182  
Solicitation Title: Professional Engineering Services for Southeast Water  
Reclamation Facility (SEWRF) Electrical M1 & M2 Switchgear  
Replacement  
Addendum Date: January 18, 2024  
Procurement Contact: Sherri Meier

**RFQ No. 24-TA005084SAM 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. 24-TA005084SAM.**

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ is March 12, 2024.**

### **CHANGE TO:**

#### **ADVERTISEMENT, DATE, TIME AND PLACE DUE**

#### **DATE, TIME AND PLACE DUE:**

The Due Date and Time for submission of Proposals in response to this RFQ is **February 15, 2024 March 28, 2024 by 2:00 PM ET**. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., 7th Floor, Suite 705, Bradenton, FL 34205 and time stamped by a Procurement representative by the Due Date and Time. Proposals will be opened immediately following the Due Date and Time at the Manatee County Administration Building, 7th Floor, Suite 705.

### **CHANGE TO:**

#### **ADVERTISEMENT, DEADLINE FOR QUESTIONS AND CLARIFICATION REQUESTS**

**DEADLINE FOR QUESTIONS AND CLARIFICATION REQUESTS:**

The deadline to submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this Request for Qualifications to the Manatee County Procurement Division is ~~January 25, 2024~~ March 12, 2024. Questions and inquiries should be submitted via email to the Designated Procurement Contact shown below.

**CHANGE TO:**

**SECTION A, INSTRUCTIONS TO PROPOSERS, DUE DATE AND TIME**

The Due Date and Time for submission of Proposals in response to this Request for Qualifications (RFQ) is ~~February 15, 2024~~ March 28, 2024 by 2:00 PM ET. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., 7th Floor, Suite 705, Bradenton, FL 34205 prior to the Due Date and Time.

**CHANGE TO:**

**SECTION A, INSTRUCTIONS TO PROPOSERS, A.36 SOLICITATION SCHEDULE**

**A.36 SOLICITATION SCHEDULE**

The following schedule has been established for this Solicitation process. Refer to the County’s website ([www.mymanatee.org](http://www.mymanatee.org) > *Business > Bids & Proposals*) for meeting locations and updated information pertaining to any revisions to this schedule.

Scheduled Item	Scheduled Date
Non-Mandatory Solicitation Information Conference and Site visit will be conducted in accordance with Article A.01	January 17, 2024, 10:00 AM ET & 11:30 AM ET respectively
Question and Clarification Deadline	<del>January 25, 2024</del> <u>March 12, 2024</u>
Proposal due Date and Time	<del>February 15, 2024</del> <u>March 28, 2024</u> , by 2:00 PM ET
Technical Evaluation Meeting	TBD
Technical Evaluation Meeting	TBD
Interviews/Presentations/Demonstrations (if conducted)	TBD
Final Evaluation Meeting (if required)	TBD
Projected Award	<del>May 2024</del> June 2024

## **QUESTIONS AND RESPONSES:**

**Q1. Would you be able to tell me if Carollo is precluded from submitting on this solicitation?**

R1. Carollo is not precluded.

**Q2. What is the cost estimate or budget associated with this solicitation?**

R2. Funding for design and construction is currently \$5,891,000.00.

**Q3. Can you provide the presentation and sign-in sheets from the information conference and site visit?**

R3. Please find attached presentation, non-mandatory information conference and non-mandatory site visit sign-in sheets from January 17, 2024.

## **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. 24-TA005084SAM

Professional Engineering Services for Southeast  
Water Reclamation Facility Electrical  
M1 & M2 Switchgear Replacement

Due Date & Time: February 15, 2024  
@ 2:00 PM

NO QUESTIONS ARE OFFICIAL  
UNLESS SUBMITTED IN WRITING



# Agenda

- Introductions
- Lobbying Limitation
- Notifications
- Solicitation Schedule
- Proposal Response
- Evaluation Criteria
- Due Diligence Review
- Minimum Qualifications
- Background / Description
- Scope of Services
  - Service Requirements
  - Estimated Project Completion
- Deliverables
- Trade Secrets
- Mistakes That Could Cost You



# Lobbying Limitation

- The limitation against lobbying begins at the date and time solicitation advertises 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 Proposers or their agents, representatives, or persons acting at the request of such Proposer

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)
  - DemandStar <https://www.demandstar.com>
  - Request via email [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)
  - Hard copies are available at County Administration Bldg., 7<sup>th</sup> fl.
- These are the only authorized methods
- Proposer must verify the validity of RFQ documents and solicitation information received from any other source.



# Solicitation Schedule

<b>ACTIVITY</b>	<b>DATE</b>
Non-Mandatory Meetings (Info Conference & Site Visit)	January 17, 2024
Deadline for Asking Questions	January 25, 2024
Proposal Due Date & Time	February 15, 2024 @ 2:00 PM ET
Technical Evaluations	TBD
Interviews, If conducted	TBD
Final Evaluations	TBD
Anticipated Project Award	May 2024

The purpose of this Solicitation Schedule is to provide a projected timeline of solicitation events. The County reserves the right to modify or change any of the projected dates and times.



# 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 to Engineering Services
- 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.



# Evaluation Criteria

<b>Criteria</b>	<b>Maximum Points</b>
Proposer & Team's Experience	25
Approach to Engineering Services	30
Organizational Structure and Capacity	25
Similar Completed Projects	20



# Due Diligence Review

- Due diligence review: proposals are evaluated to determine whether each Proposer is responsible and responsive.
  - A responsible Proposer is a Proposer which the County affirmatively determines has the ability, capability and skill to perform under the terms of the agreement. One who meets the minimum qualification requirements of this RFQ.
  - A responsive Proposal is one that follows the requirement of this solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document.
  - Proposals that are deemed non-responsible and/or non-responsive 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 Statue Section 471.023 (Engineering) or Florida Statue Section 481.219 (Architecture)
- Proposer or its subconsultant has completed (which means that certificate of occupancy has been issued) a minimum of two (2) projects in a Water Reclamation Facility since December 1, 2018.
- Proposer is not on the Florida Suspended, Debarred, Convicted Vendor, Excluded Parties or Scrutinized list of Prohibited Companies lists.
- If you are filing as a joint venture, provide the companies approved filling with the DBPR.
- Must have no reported conflicts of interest in relation to this RFQ.
- Complete Forms 1 through 9 included in RFQ.
- Proposer provides a Response that conforms to the material aspects of Exhibit 2.



# Exhibit 2, 2.01 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 name & 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. NOTE: Tabs 6, 7, 8 & 9 are limited to 30 Single-Sided pages.
- 11" X 17" pages are considered one page; however, we do not want a proposal that contains all 11" X 17" pages.



# Background & Description

- Manatee County, a political subdivision of the State of Florida (hereinafter in this Scope referred to as County), is seeking proposals from qualified firms for the provision of Professional Engineering Services and other professional services for the Southeast Water Reclamation Facility (SEWRF) Capacity Switchgear Replacement Project located at 3331 Lena Road, Bradenton, FL 34211.
- Replacement of the M1 and possibly M2 480V Electrical Switchgears at the SEWRF. The new switchgear will incorporate the feeder breakers into the M3 and M4 switchgear lineups and include all appurtenances for successful installation. Occupational Safety and Health Administration Arc flash safety requirements must be included in the design.



# Scope of Services

- The successful Proposer shall furnish all equipment, labor, materials, supplies, licensing, transportation and other components necessary to perform Professional Engineering Services and other professional services for the Project to include, but not limited to, the following disciplines and sub-disciplines:
  - Data Collection, Basis of Design, and Preliminary design
  - Wastewater Treatment - Process Engineering/ Modeling
  - Design Phase Services - Engineering (Civil, Structural, Mechanical, Electrical, Instrumentation and Controls)
  - Permitting Phase Services
  - Construction Phase Services



# Service Requirements

The Consultant's services shall include, but not limited to, the following:

1. Engineering Design and Specification (Electrical Engineering & Wastewater Plant modeling)
2. Permitting (Meetings, Applications and Certifications)
3. Utility Coordination
4. Coordination with other firms with concurrent projects at the SEWRF.
  - a. Design must take into account concurrent projects either in design or construction.
5. Perform Field Reviews
6. Attend Project Meetings, Prepare Meeting Agendas and Meeting Minutes
7. Attend Design Review Meetings
8. Project Scheduling
9. Construction Phasing
10. Engineering Contract Administration and Management
11. Contract File (Setup and Maintenance)
12. Bidding and Construction Phase Services
13. Assist in the preparation Record Drawings
14. All Other Services Necessary for Project Completion



# Estimated Project Completion

- The estimated project completion time for the 100% design submittal for this RFQ is 15 months from the project design kick-off meeting.
- The County has estimated the project design and construction cost at approximately \$5,891,000.



# Trade Secrets

- Proposers must identify any trade secret being claimed in accordance with Florida Statute 812 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.



# 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, which include questions about the insurance coverages and the sample agreement attached to the RFQ.
- Providing information that is not legible, too **small** or blurry.
- Failing to acknowledge addenda.
- Failing to sign the response.
- Failing to have insurance coverages at expected limits.



# 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.**



**Procurement Division**  
**Non-Mandatory Info Conference Sign-in Sheet**  
**RFQ No. 24-TA005084SAM**  
**SEWRF Electrical M1 & M2 Switchgear Replacement**  
**January 17, 2024 at 10:00 AM ET**  
**Manatee County Public Works Building**  
**1022 26th Avenue East, Bradenton, FL 34208**

Printed Name	Organization/Agency	Email Address
Sherri Adams-Meier <i>1/17</i>	MCG Procurement	<a href="mailto:Sherri.AdamsMeier@mymanatee.org">Sherri.AdamsMeier@mymanatee.org</a>
Ryan Blackmer <i>1/17</i>	MCG Procurement	<a href="mailto:ryan.blackmer@mymanatee.org">ryan.blackmer@mymanatee.org</a>
Gerardo Torres	Carollo Engineers, Inc.	<a href="mailto:gtorres@carollo.com">gtorres@carollo.com</a>
DON LOTT	Process Control and Instrumentation LLC	<a href="mailto:DLott@pci-vetrix.com">DLott@pci-vetrix.com</a>
EDDY ZAPPA COSTA	MCG PROJ. MGT.	<a href="mailto:eddy.zappacosta@mymanatee.org">eddy.zappacosta@mymanatee.org</a>
MIKE FADINI	MCKIM & CREED	<a href="mailto:mfadini@mckimcreed.com">mfadini@mckimcreed.com</a>
Joseph Haulan	CAROLLO ENG.	<a href="mailto:jhaulan@carollo.com">jhaulan@carollo.com</a>
Alex CUBREKA	GENSET ENGINEERING	<a href="mailto:ACUBREKA@GENSETENGINEERINGSERVICES.COM">ACUBREKA@GENSETENGINEERINGSERVICES.COM</a>
Scott Wierthacker	GENSET	<a href="mailto:SWIERTHACKER@GENSETSERVICES.COM">SWIERTHACKER@GENSETSERVICES.COM</a>



**Procurement Division**  
**Non-Mandatory Site Tour Sign-in Sheet**  
**RFQ No. 24-TA005084SAM**  
**SEWRF Electrical M1 & M2 Switchgear Replacement**  
**January 17, 2024 at 11:30 AM ET**  
**Southeast Water Reclamation Facility**  
**3333 Lena Road, Bradenton, FL 34221**

Printed Name	Organization/Agency	Email Address
Sherri Adams-Meier, <i>Sam</i>	MCG Procurement	<a href="mailto:Sherri.AdamsMeier@mymanatee.org">Sherri.AdamsMeier@mymanatee.org</a>
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<i>Dow Lott</i>	<i>PCI-Votrix</i>	<i>dlott@pci-votrix.com</i>
<i>Gerardo Torres</i>	<i>Carollo Engineers</i>	<i>gtorres@carollo.com</i>