



Financial Management Department  
Purchasing Division  
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**August 2, 2016**

**REQUEST FOR PROPOSAL #16-2410GD: Architectural/Engineering Consulting Services  
For Community Development Block Grants (CDBG)**

**ADDENDUM No 1**

The following Addendum is issued to add to, modify, and/or clarify the Request for Proposals (RFP) documents. The items contained within this Addendum shall have the same force and effect as the original RFP documents. Proposers shall acknowledge receipt of this and any other addenda issued pursuant to this Request for Proposal in their proposal.

If you have submitted a proposal prior to receiving this Addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals will be opened on the date stated, in conformance with the additions listed herein.

**Clarification Requests as submitted by Proposers**

**Item 1:**

**Question:** From your description of the scope of services, it appears that you will require infrastructure engineering services in addition to architectural services for parks and buildings. Will the County select engineers and architects separately or only as a team?

**Answer:** The County preference would be a team, not individual Architects and Engineers.

**Item 2:**

**Question:** If teams are requested, would you prefer the architect or the engineer be the Prime?

**Answer:** We do not have a preference of profession for the Team Lead. It can be either an Architect with an Engineering sub-consultant, or an Engineer with an Architectural sub-consultant, we have no preference. If the Proposer offers a team approach the role and credentials of the prime lead of the team needs to be explained in the RFP response as defined and address per Section C of the RFP by clearly explaining roles and responsibilities. Responses to Section C will be consider as part of Section D Evaluation of Proposals.

**Item 3:**

**Question:** C.03.9 “List all project handled by your firm during the past five years and identify the volume of work previously awarded by Manatee County.”

- a. Listing all projects for the past five years can result in pages and pages of project listings. Also there are many private sector clients that do not wish for their projects to be listed publicly. Would the County consider reducing the parameters of this request?
- b. How does the County wish that we detail Manatee County volume of work – by project title and description, dollar amount or both? Or by another means.

**Answer 3.a:** Provide all projects for past 3 years that are relevant to this RFP Scope of Work as defined in Section B. It is up to the Proposer to determine client information not to be released to the Public. As stated in Section A .21 Disclosure is per Florida Statutes, Chapter 19. Proposer should also review Section A.22 Trade Secrets and Section A.23 Confidentiality of Security Related Records as it relates to Florida Statutes Chapter 119.

**Answer 3.b** Provide detail by Project Title, Client Name, Client Point of Contact (Name, Phone, and Email), Brief Description, Dollar Value and Period of Performance.

**Item 4**

**Question:** The Minimum Requirements section C.01.3 and C03.1 request duplicated items. Are we to provide duplicated information in both sections?

**Answer:** Yes.

**Item 5**

**Question:** C.02 Administrative Submittal – Please confirm that only the Prime firm needs to complete the forms in this section.

**Answer:** ALL Proposers submitting a bid response to the County for this RFP are required to complete C.02. If a Company is a subconsultant information required is covered under C.01 and up to the Prime to provide.

**Item 6**

**Question:** C.03.3 – Do the subconsultants need to disclose all general partners, limited partners etc.?

**Answer:** Refer to response to Question 3 above.



**Item 7**

**Question:** C.03.14 – Does the summary report prepared by the County's financial analyst/ agents remain confidential or is it available for public viewing?

**Answer:** Authorization is for County auditor/financial analyst to review and assess the financial records. Only a summary report of findings will be provided to the County Purchasing Official and become part of record.

**Item 8**

**Question:** Additional Information - Please clarify what information you are seeking in regards to "propose a term (duration) of the agreement."

**Answer:** As stated Proposers are to propose what term (duration) for the length of the agreement. Section B.01 paragraph specifies the duration of the Agreement. Proposer shall state this is acceptable or offer and alternate term, however this will be considered during Section D Evaluation.

All other terms and conditions of Request for Proposal 16-2410GD remain unchanged.

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

Proposals are to be submitted by **August 10, 2016 at 3:00 P.M.** in the Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Sincerely,



Greg Davis  
Contracts Negotiator  
MANATEE COUNTY GOVERNMENT

*DMW*