



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

Solicitation Addendum

Addendum No.:	1
Solicitation No.:	19-R072242SAM
Project No.:	
Solicitation Title:	Washington Park Preserve Phase 1
Addendum Date:	September 11, 2019
Procurement Contact:	Sherri Meier

RFQ No. 19-R072242SAM is amended as set forth herein. Responses to questions posed by prospective proposers are provided below. This addendum is hereby incorporated in and made a part of RFQ No. 19-R072242SAM.

Add:

ATTACHMENT B, PROPOSAL RESPONSE, SECTION B. TAB 2- MINIMUM QUALIFICATION REQUIREMENTS, ITEM 10:

10. Proposer has registered with CareerSource Suncoast Office, an employment agency. For assistance contact Gary Dhamsania via phone: (941) 358-4200, ext. 2135; cell: (941) 315-2680; or email: gdhamsania@careersourcesc.com.

Submit information and documentation that demonstrates that the Proposer has registered with CareerSource Suncoast Office.

The following items are issued with this Addendum 1 for informational purposes only:

- Power Point Presentation and Attendance Record for Non-Mandatory Information Conference held on September 6, 2019 at 10:00 AM.

Questions and Responses:

Q1. During the informational conference, it was said to include in our proposal any experience with interview process of Certified Payroll; and it mentioned interviews in plural...can you elaborate on this?

R1. The interviews referenced are for compliance checks on the Davis Bacon Wage and Labor standards. The individual employees from each trade on the project are interviewed and asked a specific series of questions. The results of the interviews are kept as compliance confirmation for the wages and hours worked for trade employees, to ensure they are being paid in accordance with the "prevailing wage determination" for the project area, as designated by HUD.

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.

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.

AUTHORIZED FOR RELEASE: Chris Daley



**Non-Mandatory
Solicitation Information Conference
RFQ NO. 19-R072242SAM
Construction Management at Risk Services for
Washington Park Preserve Phase 1 (CDBG)**

Due Date: October 1, 2019 @ 3:00 PM

Please silence your cell phone.



Supplier Outreach Symposium

September 13, 2019, Bradenton Area Convention Center

Meet with representatives from multiple County departments and other area agencies. Register today to attend this free event.

Supplier Outreach Symposium



Bradenton Area
Convention Center
September 13, 2019
8:30 AM - 11:30 AM

RSVP: <https://www.surveymonkey.com/r/C8FRQNF>



Agenda

- Introductions
- Lobbying Limitation
- Notifications
- Solicitation Schedule
- Evaluation of Proposals
- Background
- Minimum Qualifications
- Specifications / Scope
- Proposal Response
- Compliance with Federal Laws
- Evaluation Criteria
- Insurance Requirements
- Trade Secrets
- Accessibility
- Mistakes That Could Cost You



Lobbying Limitation

Lobbying prohibition limits communication between:

- Prospective proposers or their agents, representatives, or persons acting at the request of such Proposer,

and

- County officers, agents or employees other than the Procurement Official (e.g., County Commissioners, County Administrator, County Consultants)

Includes copying such person on written communications but does not apply to interviews / presentations / demonstrations to the evaluation committee or at a commission meeting where the Commission is considering approval of a proposed contract.



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 or purchasing@mymanatee.org
- Attn: Sherri Meier



Lobbying Limitation

Lobbying prohibition limits communication between:

- Prospective bidders or their agents, representatives, or persons acting at the request of such bidder
- and
- County officers, agents or employees other than the Procurement Official (e.g., County Commissioners, County Administrator, County Consultants)

Includes copying such person on written communications but does not apply to a commission meeting where the Commission is considering approval of a proposed contract.



Notifications

- The County utilizes the following methods for notification and distribution of solicitation opportunities:
 - County Website www.mymanatee.org
 - DemandStar www.demandstar.com
 - Request via email purchasing@mymanatee.org
 - Hard copies are available at County Administration Bldg, 8th 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

ACTIVITY	DATE
Deadline for Delivery of Questions	September 18, 2019
Final Addendum Posting	September 23, 2019
Due Date and Time (for delivery of Proposals)	October 1, 2019 @ 3:00 PM
Technical Evaluations	October 14, 2019
Technical Evaluations	October 16, 2019
Interviews / Presentations / Demonstrations (if conducted)	October 18, 2019
Final Evaluations	October 21, 2019
Project Award	November 2019



Due Diligence Evaluation of Proposals

- During the due diligence review, proposals are evaluated to determine whether each Proposer is responsive and responsible.
- A responsible Proposer means a Proposer that meets the qualification requirement(s) of this RFQ.
- A responsive Proposer means a Proposer that has submitted a Proposal that conforms in all material respects to the requirements in the RFQ.



Background

- The Washington Park Preserve, located at 605 39th Street East in Palmetto was acquired by the County sometime in the 1980's. The preserve is currently a passive park without amenities. The local community worked for many years to convert this area into a neighborhood park. The phase 1 of this project scope consists of utilizing 11.5 acres for construction of a playground, two pavilions, parking lot and other park amenities. Washington Park Preserve is designed to be completed in three (3) phases, only phase 1 is included in this scope.



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 Statute to perform services of general contractor as is applicable to the Washington Park Preserve project.
- Proposer and/or it's subcontractor(s) Certified per Section 489.119 as General Contractor or registered building contractor as the qualifying agent; AND
- Certified under Section 471.023, Florida Statutes, to practice or to offer practice engineering; or



Minimum Qualifications

- Certified under Section 481.219, Florida Statutes, to practice or to offer practice architecture; or
- Certified under Section 481.319, Florida Statutes, to practice or to offer practice landscape architecture.
- Must have provided park, walking trail, preserve project services for at least three (3) clients since September 16, 2016.
- Must NOT be listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies, Florida Department of Management Services Suspended, Convicted or Debarred Vendor Lists. .



Minimum Qualifications

- If submitting as a joint venture, must file the required documents with the Florida Department of Business and Professional Regulation.
- Must have no reported conflict of interest in relation to this RFQ.
- **Note: with regard to the CDBG qualifications, we are waiting for clarification if each Proposer must register in advance with the CareerSource Suncoast off prior to proposal turn-in. An addendum will be issued if this is the case.**



Specifications/Scope

- Purpose: The intent of this solicitation is to select a firm to provide professional CMAR services as part of a team that includes County Representatives and the County's selection design team.
- Scope of Services: The general scope of the project and work to be performed by Contractor includes, but not limited to:
Pre-construction, bidding and construction services.



Specifications/Scope

- Construction Requirements: This project consists of the construction of a playground, two pavilions, parking lot and other park amenities including sidewalks, bike racks, and landscaping.
- The general scope of the project and work to be performed by Contractor includes but not limited to:
 - Mobilization
 - As-built Record Drawings
 - Miscellaneous Permits and Bonding
 - Construction Surveying and Stakeout
 - Erosion and Sediment Control



Specifications/Scope

- Clearing and Grubbing
- Excavation, Embankment, and Unsuitable Material Removal
- Finished Grading; Pond/Swale Embankment
- Sod, Seed and Mulch (Argentine Bahia)
- Drainage Structures
- 4" Bank Run Shell Trails
- 4" Concrete Sidewalks
- Parking Area and Drive; Shell Drive & Parking Spaces
- Restroom Facilities with Utilities (Complete)
- 8th Avenue Extension and Related Work
- Playground, Playfield Area and Site Fencing (Complete)
- Estimated Opinion of Cost: \$1.9 million



Insurance Requirements

- Workers' Compensation Insurance – statutory limits
- Employers' Liability Insurance
- Commercial General Liability Insurance
- Automobile Insurance
- Builder's Risk
- Professional Liability



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.



Evaluation Criteria

Criteria	Weight
Proposer & Team's Experience	20%
Approach to Project Management	25%
Organizational Structure	15%
Similar Completed Projects	10%
Interviews	10%
Volume of Work	5%
MBE/WBE/Section 3	15%

* If interviews/presentations are not conducted, no points will be given for this criterion.



Proposal Response

- Tab 1 Introduction
- Tab 2 Minimum Qualifications
- Tab 3 Forms (11 Forms)
- Tab 4 Trade Secrets
- Tab 5 Proposers Statement of Organization
- Tab 6 Respondent and Team's Experience
- Tab 7 Approach
- Tab 8 Similar Completed Projects
- Tab 9 Organizational Structure and Capacity
- Tab 10 Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Status
- Tab 11 Volume of Work



Compliance with Federal Laws

- This project is funded by a U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), as administered through Manatee County. There are federal regulations applied to the duration of the project's lifecycle. Proposer should be prepared to comply with such requirements as outlined in Attachment C, "Compliance with Federal Laws".



Compliance with Federal Laws

- General Provisions
 - Equal Employment Opportunity
 - Copeland “Anti-Kickback” Act
 - Rights to Inventions Made Under a Contract
 - Bryd Anti-Lobbying Amendment
 - Debarment and Suspension
 - Drug-Free Workplace Requirements
- Section 3 Clause
- Federal Requirements for Construction Projects
 - David Bacon Act
 - Contract Work Hours and Safety Standards Act
 - Clean Air Act



Compliance with Federal Laws

- Bonding Requirements for projects over \$130,000.00
 - Performance Bond
 - Payment Bond
- Labor Standards (Projects over \$2000.00)
 - Federal Labor Standards in effect
 - Federal Wage Decision
 - United States Department of Labor, Payroll Form WH-347
 - HUD, Record of Employee Interview, Form HUD-11



ACCESSIBILITY REQUIREMENTS

- All of electronic information, documents, applications, reports, and deliverables (INCLUDING YOUR PROPOSAL SUBMISSION) must be in a format that meets the requirements of Section 504 of the Rehabilitation Act and best practices (W3C WCAG 2).
- If not fully compliant, provide clear points of contact for each resource to direct users in how to obtain alternate formats.
- Supplier shall develop accommodation strategies for those non-compliant resources and implement strategies to resolve the discrepancies.



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

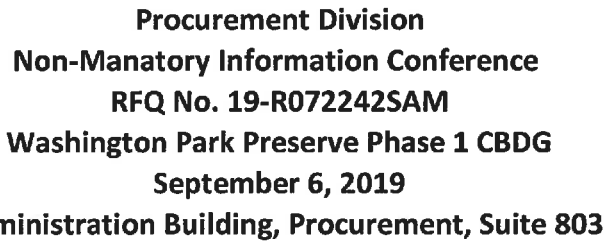


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Questions?

[illegible]