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Solicitation Addendum

Addendum No.: 1
Solicitation No.: 24-TA005348ED
Solicitation Title: Professional Land Surveying and Mapping Services
Addendum Date: August 5, 2024
Procurement Contact: Emily Diaz

RFQ No. 24-TA005348ED 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-TA005348ED.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ was August 1, 2024.

REPLACE:

FORM 9, INDEMNITY AND HOLD HARMLESS

FORM 9, INDEMNITY AND HOLD HARMLESS
Replace Form 9, Indemnity and Hold Harmless with the Form 9, Indemnity and Hold Harmless (revised per Addendum 1).

CHANGE TO:

EXHIBIT 2, PROPOSAL RESPONSE, TAB 9

TAB 9 – SIMILAR COMPLETED PROJECTS (MAXIMUM 20 POINTS)

In Tab 9, provide a list of up to ten (10) land surveying and mapping projects which Proposer has provided services for 10 years since August 30, 2014. Projects shall be organized by client type (Government Agencies and Private) and Locations (within Florida and outside of Florida). Identify for each project the specific involvement of key staff proposed for services as part of this RFQ.

Include the following information for each project:

- a. Organization/Owner name
- b. Address (County/State)
- c. Project date (Start/End)

- d. Proposer's role in the project (e.g., prime/lead, sub)
- e. Scope of work (Brief description 1-2 sentences)
- f. Total project costs

NOTE: Representative photographs and exhibits supporting the above projects are permitted as an attachment to this section.

QUESTIONS AND RESPONSES:

Q1. Can I get an unlocked PDF version of the RFQ file?

R1. No. Pages from the PDF may be extracted and completed electronically, or they may be printed and completed by hand.

Q2. For Tab 9 – Similar Completed Projects, Would you mind clarifying how many projects you would like listed from the last 10 years? Can you clarify if you are requesting all projects performed or a certain number of projects?

R2. Refer to Change To section in this Addendum No. 1.

Q3. Please inform us as to which format you prefer for the packet, SF330, Resume.

R3. Refer to Exhibit 2, Proposal Response.

Q4. Could you kindly specify if there is a page limit? This information will help us tailor the content appropriately.

R4. Yes, there is a page limit. Refer to Exhibit 2, Proposals Response.

Q5. Additionally, how many project examples would you like included in the experience section?

R5. Refer to R2.

Q6. What is the contract term for this advertisement?

R6. An initial three (3) year term with two (2) one-year extensions for a total of five (5) years.

Q7. Do you know who would be on the evaluation team?

R7. Important: A prohibition of lobbying is in place. Refer to Section A.13 Lobbying of RFQ No. 22-TA004174ED to avoid violation and possible sanctions. The Evaluation Committee Members are Bruce Robertson, Engineering Specialist I, Public Works; Steve Kollar, GIS Analyst II, Public Works; and Tom Venable, Sr. Survey Specialist, Property Management Department.

Q8. Can a firm act as both a prime and a sub?

R8. Yes.

Q9. There is a conflict in language between Form 9 required to be submitted with the proposal response and Article 19. Indemnification in the sample Professional Services

Agreement. The additional language in the Form 9 makes the indemnification uninsurable. We request the indemnification language in Form 9 match the Professional Services Agreement which will be entered into by the successful proposer.

- R9. Refer to Replace section in this Amendment No. 1.
- Q10. The bonding requirement language remains in the document, however the Bid Bond box is not marked. Are those bonding requirements a part of this RFQ?**
- R10. The template used by the County includes various types of coverages depending on the solicitation goal. Bonding Requirements are not applicable to this RFQ nor the resulting Agreement.
- Q11. Regarding Tab 9 – Similar Completed Projects. The RFQ asks for a list of land surveying and mapping projects we've worked on since August 30, 2014, including key staff involvement and detailed project information. I wanted to double-check: are you really looking for ALL of our surveying and mapping projects over this ten-year span? That's quite a comprehensive list (hundreds of projects), so I just want to make sure we're on the same page before we dive into compiling it.**
- R11. Refer to R2.
- Q12. For Tab 6 – Proposer and Team's Experience. Would it be alright if one of our three client references came from a Manatee County employee? We've done some great work with the County and would love to showcase that if possible.**
- R12. Manatee County may be listed as a reference; however, the County requests additional references be included. For example, list a minimum of 3 references that are not Manatee County and then list any relevant Manatee County references your firm may have.
- Q13. Tab 9 states the following: "...provide a list of land surveying and mapping projects which proposer has provided services for 10 years since August 30, 2014." Given that DRMP has completed hundreds of projects in the previous 10 years, are we able to provide a sampling of the work we've completed with various scopes and clients?**
- R13. Refer to R2.
- Q14. On Tab No. 6, the County is requesting information about the Proposer and Team's experience in professional land surveying and mapping services. To include a description of the Proposer's experience organized by client type (Government Agencies and Private) and Location (within Florida and outside of Florida). Our firm provides services nationwide, so detailing all the information could be quite lengthy. Would it be acceptable if we provide a statement with the information about our proposed team's experience?**
- R14. No. Refer to R2.
- Q15. On page 84, the Required Bonds boxes are NOT checked, so does that render the Bid Bond and Performance Bond sections found on page 87 not applicable to this contract?**

R15. Refer to R10.

Q16. How many contracts will be awarded?

R16. This is at the discretion of the County.

Q17. Under Tab 9, we seek clarification on the number of project examples you'd like our team to provide. Can you please specify the number of project examples or preferable range of projects that would best represent our firm's capabilities and experience in meeting your requirements?

R17. Refer to R2.

Q18. Are electronic signatures acceptable in the original hard copy?

R18. Yes.

Q19. Can we do a public records request for current contracts for these services?

R19. Refer to Section A, Instructions to Proposers, A.27 Disclosure.

Q20. What is the duration of the contract?

R20. Refer to R6.

Q21. In the past, these services were through a 3 year continuing service contract with 3 different firms providing services on a rotating basis. Is this the same?

R21. Refer to Exhibit 1 Scope of Services, Section 1.011 Assignment of Projects.

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

**FORM 9, INDEMNITY AND HOLD HARMLESS
RFQ NO. 24-TA005348ED**

MANATEE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

The Successful Proposer shall indemnify and hold harmless County, its officers, and employees from liabilities, damages, losses, and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Successful Proposer, its personnel, design professionals and other persons employed or utilized by the Successful Proposer in the performance of the Agreement, including without limitation, defects in design, or errors or omissions that result in material cost increases to County. Such indemnification shall include the payment of all valid claims, losses, and judgments of any nature whatsoever in connection therewith and the payment of all related fees and costs. County reserves the right to defend itself.

Signature of Authorized Official of Proposer: _____

Title: Date: _____

Project Number and /or Name: _____

Insurance Agent: _____

Acknowledgement:

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20____ by _____ [FULL LEGAL NAME],
who is

Personally known to me

OR

has produced _____ as identification.

Notary Signature _____

Print Name _____

Seal

Return this fully executed form with your Proposal.