



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

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 22-R077948AJ
Project No.: 6106501
Solicitation Title: Manatee County Sheriff Office Fleet Maintenance Facility Project
Addendum Date: December 13, 2021
Procurement Contact: Abby Jenkins

RFQ No. 22-R077948AJ 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. 22-R077948AJ.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ is January 11, 2021.

REPLACE:

EXHIBIT 1, SCOPE OF SERVICES

Replace Exhibit 1, Scope of Services with the Exhibit 1 - Revised, Scope of Services issued with this Addendum 1.

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

EXHIBIT 1 - REVISED

SCOPE OF SERVICES

1.01 GENERAL INFORMATION AND BACKGROUND

The County is requesting proposals from qualified firms for the provision of Professional Architectural and Engineering Services for the Manatee County Sheriff's Office (MCSO) Fleet Maintenance Facility.

It is the County's expectation to contract with a qualified firm to provide design services for the new location of the MCSO Fleet Maintenance Facility with sufficient parking and storage.

The current MCSO Fleet Department is insufficient in size to handle the existing Fleet. The facility was originally used as a vehicle inspection station and was not designed to be a vehicle repair center. There are over 900 vehicles in the Sheriff's Office Fleet, which includes cars, trucks, trailers, ATV's UTV's, etc. The current facility has been used as the MCSO Fleet maintenance facility for many years and has not expanded even as the agency continued to grow. Currently, the Vehicle Speed Calibrator is located inside the main garage creating a dangerous work environment, this machine should be in its own dedicated building for safety precautions.

The objective of this solicitation is to provide the Planning, Design, Permitting, Cost Options and Project Management for the MCSO Fleet Maintenance Facility which will be constructed at the following location as part of the Premier Campus Project Phase II:

**MCSO Fleet Maintenance Facility
Corner Rangeland Parkway and Uihlein Road
Lakewood Ranch, FL 34211**

This project is for all associated site work, architectural services, engineering design, regulatory permitting services (inclusive of Manatee County Building Department permitting).

The name of the project is: MCSO Fleet Maintenance Facility Project.

1.02 PROJECT DESCRIPTION

The successful Proposer (hereinafter in this scope referred to as Consultant) shall provide all labor and materials for the design of the MCSO Fleet Maintenance Facility Project including but not limited to the following:

Professional services for design shall include, but not limited to, site survey and soil testing as required; necessary permits; civil and service utilities site work; design of the buildings substructure, superstructure, shell (exterior enclosure) and interior; mechanical, plumbing, electrical and security systems, lightning protections, and redundant

infrastructure systems include uninterruptible power supply, potable water, and wastewater system.

The project shall meet the Department of Justice ADA Standards for Accessible Design and the Florida Building Code 2019, 7th Edition. This project is located within Unincorporated Manatee County. Water and sewer utilities to this site are provided by Manatee County Utilities Department. Other jurisdiction entities include but not limited to, Southwest Florida Water Management District, and State of Florida Department of Environmental Protection.

Further, the design of the project must be designed to meet the minimum standards established for "Silver" LEED certification, however the County does not intend to pursue such certification. The Consultant is required to provide documentation of the LEED Silver design efforts, no tracking or monitoring is required.

1.03 SCOPE OF SERVICES

The Successful Proposer (hereinafter in this Scope referred to as Consultant) shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide Professional Architecture and Engineering Design Services and other professional services for the MCSO Fleet Maintenance Project to include, but not be limited to, the following disciplines and sub-disciplines: project management, coordination with County staff, field review, data collection, including Subsurface Utility Engineering (SUE) and surveying, design and permitting for the construction of the MCSO Fleet Maintenance Facility. 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.

1.04 DELIVERABLES

The Consultant shall provide the following deliverables to the County:

1. Project management, coordination, field review, data collection
 - a. Coordinate the project with County Staff during the design of the project as necessary
 - b. Provide monthly progress reports for the duration of the project
 - c. Attend bi-weekly project meetings and provide meeting minutes to the County
 - d. Perform survey, and SUE as necessary of the project site within the project limits
 - e. Conduct a field review of the project to take photos, note field conditions, and verify survey information within the project limits

- f. Obtain any existing site survey, existing geotechnical report and any exiting as-built from the County to incorporate County and franchise utilities information and update the project documents
 - g. Submit a design schedule update with each pay invoice.
2. Design and Permitting
- a. Preliminary Design (30%)
 - i. One (1) electronic set of plans in “pdf” format.
 - ii. Two (2) 24” x 36” sets of plans.
 - iii. One (1) 30% opinion of probable construction cost with bid quantities.
 - b. Intermediate Design (60%)
 - i. One (1) electronic set of plans in “pdf” format.
 - ii. Two (2) 24” x 36” sets of plans.
 - iii. One (1) electronic set of technical specifications in “pdf” format.
 - c. Preliminary Final Design (90%)
 - i. One (1) electronic set of plans in “pdf” format.
 - ii. Two (2) 24” X 36” set of plans.
 - iii. One (1) electronic set of technical specifications in “pdf” format.
 - iv. One (1) hard copy set of technical specifications – double sided printed.
 - d. Final Design (100%)
 - i. One (1) electronic set of complete documents for permitting.
 - ii. Two (2) sets of 24” x 36” of Signed and Sealed plans and specifications.
 - iii. One (1) final opinion of probable construction cost with bid quantities.
 - iv. One (1) flash drive a “pdf” of the final plans and the base files in AutoCAD “dwg” BIM and text fonts used, Microsoft Word “doc”, and Excel “xls” formats as applicable and plan on technical specifications set in “pdf” format.
 - e. Permitting:
 - i. submit permit applications for the construction of the project to the authority having jurisdiction.
3. Bid and Construction Phase Services
- a. Bid Phase
 - i. Provide ongoing coordination with the County assigned project representative and the Construction Manager throughout each phase of design (30%, 60%, 90%) through construction.
 - ii. Prepare electronic bid package consisting of plans, necessary permits, book specifications to include measurement and payment sections.

- iii. Participate in one (1) pre-bid conference, to be held by the Construction Manager, as the County's design & engineering representative.
- iv. Review and provide responses to RFI's and provide amendments to the plans and specifications as necessary during the bidding process.

b. Construction Phase

- i. Attend one (1) pre-construction meeting, provide minutes of the meeting.
- ii. Attend progress meetings during the construction phase.
- iii. Review monthly pay applications submitted by the Contractor for completeness, make recommendations for payments and provide updated project schedule
- iv. Review and provide responses/approvals for submittals, RFI's, and shop drawings.
- v. Provide recommendations of change, as necessary, which may be required within the scope of the project during construction.
- vi. Conduct a limited number of site visits during construction to observe general construction activities and prepare a one-page narrative on the progress of the work.
- vii. Prepare the punch list items to be corrected or completed at the substantial and final completion stages of the work.
- viii. Prepare and furnish a final set of reproducible record drawings from the construction contractor's as-builts documents and submit to the County and to permitting agency for final permit clearance. Record drawing deliverable to County would include:
 - 3. One (1) electronic set of record drawings in "pdf" and "dwg" format
 - 3. One (1) set of certified 24" x 36" record drawings.
 - 3. One (1) CD (or flash drive) with record drawing base files, including text fonts, in AutoCAD "dwg".

1.05 GENERAL DUTIES OF THE CONSULTANT

The relationship of the Consultant to the County will be that of a professional consultant, and the Consultant will provide the professional and technical services required under the resulting agreement in accordance with professional practices and ethical standards. No employer/employee relationships shall be deemed to be established and the consultant, its agents, subcontractors, and employees shall be always independent contractors.

It shall be the responsibility of the Consultant to work with the County and apprise it of solutions to problems and the approach or technique to be used towards accomplishment of the County objectives as set forth in this RFQ, which will be made a part of the agreement upon execution by both parties.

The Consultant shall be responsible for the professional quality, technical accuracy, timely completion, compliance with laws, regulations and rules, and the coordination with all appropriate agencies of all designs, drawings, specifications, reports and other professional services provided by the Consultant. If the County, in its sole discretion, determines there are errors, omissions or other deficiencies in the Consultant's designs, drawings, specifications, reports and other services, the Consultant shall, without additional compensation, correct or revise said errors or omissions to the satisfaction of the County.

1.06 ESTIMATED PROJECT COMPLETION DATE

The estimated completion date for the 100% design submittal is 8 months from Board of County Commissioners contract award.

END EXHIBIT 1