



1112 Manatee Ave. West  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)

## Solicitation Addendum

---

Addendum No.: 1  
Solicitation No.: 21-TA003556CD  
Project No.: 6100980  
Solicitation Title: Design-Build Services for Master Lift Station 5 Force Main Extension to Master Lift Station 1-M  
Addendum Date: December 11, 2020  
Procurement Contact: Chris Daley, CPPO, CPPB - Procurement Project Manager

**RFQ No. 20-TA003556CD 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. 20-TA003556CD.**

**Replace:  
Attachment B - Proposal response**

Replace Attachment B - Proposal Response with the Revised Attachment B- Proposal Response issued with this Addendum No. 1.

### QUESTIONS AND RESPONSES:

**Q1. Attachment B.02 B TAB-2 – Minimum Qualification Requirements, Number 2 specifies the required licensing as certified or registered General Contractor or a certified or registered Building Contractor. Would the County entertain adding Certified Underground Utility Contractor to this requirement, as the scope of services can be constructed under that state license?**

R1. The minimum license requirements stated in this section are the defined requirements of a design-build firm as defined in Florida Statutes 287.055(2)(h) and cannot be altered. If the Proposer (firm submitting the proposal) meets any of the requirements stated in this section, then they may add a Certified Underground Utility Contractor to their design-build team.

**Q2. Attachment B.02 B TAB-2 – Minimum Qualification Requirements, Number 3 specifies a minimum of three (3) Force Main Replacement projects consisting of 5000 linear feet of 16” diameter or larger pipe since 2015. (i). Is the intent for these projects to be actual Force Main Replacement projects or would New force main projects fulfill the intent of this requirement? (ii) In addition, this section defines completed projects as projects where the final pay**

**application has been processed. If new construction fulfills the acceptance criteria, will projects that are substantially completed fulfill the intent of this requirement?**

R2. The County will accept one of the projects to be a new force main project and will accept substantially complete projects that are in operation but have not had the final pay application processed.

**Q3. Page 34 of the RFQ references “ Bid Bond/Certified Check” requirements upon submission of a proposal. Page 32 of the RFQ indicates a Bid Bond is not required for this submission. Please clarify and/or confirm that the Bonding requirements on page 34 apply to post selection and award activities, not the current RFQ.**

R3. No Bid Bond is required for this RFQ. The selected Design-Build team will be required to post a Public Construction Bond before the construction portion begins.

**Q4. Attachment B, Tab 2 item 3 requires “ .....a minimum of (3) Force Main replacement projects .....” as minimum qualification requirements , yet Tab 6 under “Team Experience” calls for proposers experience for large diameter gravity sewer line rehabilitation or replacement projects. Similarly, under Tab 9 “Completed Projects” the requirement is five design build projects of large diameter gravity sewer replacement or rehabilitation projects. Please clarify the minimum requirements for qualification to this RFQ.**

R4. The minimum requirements of the RFQ, for any Proposer to be considered by the evaluation committee, are those that are outlined in Tab 2 of Attachment B.

**Q5. Please confirm under Attachment B, Tab 2 item 3 that any combination of the architect/engineer’s separate experience or the contractors separate experience for the three (3) qualifying projects will meet the minimum criteria specified as long as at least either the architect/engineer or the contractor for each qualifying project are part of the Proposers design-build team.**

R5. Confirmed.

**Q6. The majority of this project seems to be the large diameter pressure pipe, but the bulk of the project references and criteria points are based on large diameter gravity sewer. Should these areas within the proposal response be more directed towards large diameter pressure pipe? These areas are within Attachment B: Tab 6 - #3, Tab 6 - #6, Tab 6 - #7 and Tab 9.?**

R6. See Revised Attachment B issued with this Addendum 1.

**Q7. Has there been any communication with FDOT regarding this project? And if so, did FDOT have any initial comments that we need to be made aware of at this time?**

R7. Nothing directly. The selected design-build team will start the process.

**Q8. In Attachment A.01 it states the East end around 123<sup>rd</sup> and A.02 states the East end around 119<sup>th</sup>. Please clarify as this adds more footage to the project is the County is looking for us to extend the project to 123<sup>rd</sup>.**

R8. The West end of the Force main extension begins at 123<sup>rd</sup> and is needed to connect to the proposed force main under the intercoastal waterway (a separate project).

**Q9. Tab 7 – 8. Provide sample reports Proposer has previously used on other design-build projects. Please clarify what kind of reports and how many should be included in the submission? Some reports can be hundreds of pages in printed paper, therefore, can we provide them to you electronically via USB or website?**

R9. The Proposer should provide samples of the type and style of reports that they have used previously on other design-build projects, that they intend to use for this project. The Proposer should only include sample reports used previously that they intend to use for this project, and the pages may be double sided.

**Q10. Are 11” by 17” organizational charts neatly folded down to 8.5” by 11” allowable?**

R10. Yes.

**Q11. Tab 6 – 5. Resumes, Are the resumes for key personnel included in Tab 6’s 25-page count allowance?**

R11. Yes. Proposers should submit information that is relevant to the project listed in the solicitation, and pages may be double-sided.

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

## **ATTACHMENT B, PROPOSAL RESPONSE**

This section identifies specific information which must be contained within the Proposal response and the order in which such information should be organized. The information each Proposer provides will be used to determine those Proposers with the background, experience and capacity to perform the scope of services as stated in this RFQ and which Proposer(s) best meets the overall needs of the County. For more information on the evaluation process, refer to Section C, Evaluation of Responses.

### **B.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 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.

### **B.02 RESPONSE FORMAT**

#### **A. TAB 1 - INTRODUCTION**

Include the following in Tab 1 of the Response.

1. A cover page that identifies Proposer, the RFQ by title and the RFQ number.
2. An introductory letter/statement that describe your Response in summary form (limit 2 pages).
3. A table of contents.

#### **B. TAB 2 – MINIMUM QUALIFICATION REQUIREMENTS**

In Tab 2 submit the information and documentation requested that confirms Proposers meets the following minimum qualification requirement(s):

1. Must be registered with the State of Florida, Division of Corporations to do business in Florida.

**No documentation is required. The County will verify registration.**

2. Proposer and/or its subcontractor(s) must possess current, valid licenses and certifications required under Florida Statute to perform services of general contractor, engineer, and architect, as is applicable to the design and construction of the MLS #5 Force Main to MLS 1-M.

**Submit information and documentation from the issuing agency that confirms Proposer and/or its subcontractor(s) meet the following:**

- a. **Certified under Section 489.119, Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contract as the qualifying agent; or**
- b. **Certified under Section 471.023, Florida Statutes, to practice or to offer to practice engineering; or**

- c. **Certified under Section 481.219, Florida Statutes, to practice or to offer to practice architecture; or**
  - d. **Certified under Section 481.319, Florida Statutes, to practice or to offer to practice landscape architecture.**
3. Proposer or its subcontractor have completed (which means that final pay application has been processed) a minimum of three (3) Force Main Replacement projects consisting of a minimum of 5000 linear feet of 16” diameter or larger pipe since 2015. The three (3) qualifying projects could have been constructed using either design-bid-build, construction manager at risk, or design-build methods, so long as the architect/engineer or the contractor for those three qualifying projects are part of the Proposer’s design-build team. Provide the following information for each qualifying project.
- a) Identify who was contracted to complete the project (Proposer or subcontractor)
  - b) Project name and location
  - c) Client/Organization name
  - d) Contact name
  - e) Contact phone
  - f) Contact email
  - g) Project dates (Start/End)
4. Proposer Is NOT listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies.

**No documentation is required. The County will verify**

5. Proposer is not on the Florida Suspended or Debarred Vendor List

**No documentation is required. The County will verify**

6. Proposer is not on the Federal Convicted Vendor or Excluded Parties list (SAM/EPLS)

**No documentation is required. The County will verify**

7. Proposer is not on the Florida Department of Transportation Contractor Suspended List

**No documentation is required. The County will verify**

8. If Proposer is submitting as a joint venture, it must have filed the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time.

**If Proposer is a joint venture, provide a copy of Proposer's approved filing with the Florida Department of Business and Professional Regulation. If Proposer is not a joint venture, provide a statement to that effect.**

9. Proposer has no reported conflict of interests in relation to this RFQ.

**Disclose the name of any officer, director or agent who is also an employee of the County. Disclose the name of any County employee who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches. If no conflicts of interests are present, Proposer must submit a statement to that affect.**

### **C. TAB 3 – FORMS**

Provide the completed and executed Forms listed below in Tab 3.

Form 1, Acknowledgement of Addenda

Form 2, Response Signature Form

Form 3, Public Contracting and Environmental Crimes Certification

Form 4, Conflict of Interest Disclosure

Form 5, Non-Collusion Affidavit

Form 6, Truth in Negotiation Certification

Form 7, Scrutinized Company Certification

Form 8, Insurance Statement

Form 9, Indemnity and Hold Harmless

### **D. TAB 4 - TRADE SECRETS**

Pursuant to Section A.24, Trade Secrets, in Tab 4 identify any trade secret being claimed. Proposer must submit purported trade secret as follows:

1. Trade secret material must be segregated, within the applicable TAB, from the portions of the Response that are not being declared as trade secret. NOTE: Responses cannot be designated as 'Proprietary' or 'Confidential' in their entirety.
2. Proposer shall cite, for each trade secret being claimed, the Florida Statute number which supports the designation.
3. Proposer shall offer a brief written explanation as to why information claimed as trade secret fits the cited Statute.
4. Proposer shall provide an additional electronic copy of its Response that redacts all designated trade secrets.

### **E. TAB 5 - PROPOSER STATEMENT OF ORGANIZATION (Limit 5 pages)**

In Tab 5, provide information and documentation on Proposer as follows:

1. Legal contracting name including any dba.
2. State of organization or incorporation.
3. Ownership structure of Proposer's company.  
(e.g., Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation)

4. Federal Identification Number.
5. A fully completed (signed and dated) copy of Proposer's W-9.
6. Contact information for Proposer's corporate headquarters and local office (if different) NOTE: local is defined as Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota counties.
  - i. Address
  - ii. County, State, Zip
  - iii. Phone
  - iv. Number of years at this location
7. List of officers, owners and/or partners, or managers of the firm. Include names, addresses, email addresses, and phone numbers.
8. Provide supporting documentation from the certifying agent indicating Proposer is a certified Minority-owned Business Enterprise, if applicable.
9. Contact information for Proposer's primary and secondary representatives during this RFQ process to include the following information:
  - i. Name
  - ii. Phone
  - iii. E-mail
  - iv. Mailing Address
  - v. County, State, Zip
10. Provide a brief summary regarding any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its partners, employees or subcontractors is or has been involved within the last three years.
11. Provide details of any ownership changes to Proposer's organization in the past three years or changes anticipated within six months of the Due Date and Time (e.g., mergers, acquisitions, changes in executive leadership).

**F. TAB 6 – RESPONDENT AND TEAM'S EXPERIENCE (Limit 25 pages)**

In Tab 6, provide details of Proposer and its team's experience to include the following:

1. Provide a summary of Proposer's background, size and years in business.
2. Describe Proposer's experience in design-build projects for other government agencies, particularly those within Florida.
3. Describe Proposer's experience in design-build projects for large diameter sewer line rehabilitation or replacement projects, particularly those within an FDOT right of way.
4. Describe Proposer's experience for completing similar projects in FDOT Roadways, to include the 30%/60%/90%/100% milestone RGB process.
5. Identify and include information regarding experience and qualifications of Proposer's key staff to be assigned to the services. Include a resume for each with the name of the firm(s) for their current and previous employers, their full names, professional credentials (e.g., certifications and/or licenses), and roles and duties which the individuals will provide to the County. Include the address of their current primary office location, email address and phone number.
6. Identify the design-professional (architect or engineer) to provide services for this

- project, if other than Proposer, and include details of their experience with design-build projects for large diameter sewer line rehabilitation or replacement projects.
7. Identify the general contractor to provide services for this project, if other than Proposer, and include details of their experience with design-build projects for large diameter sewer line rehabilitation or replacement projects.
  8. Identify any proposed sub-contractors to accomplish the work. Include the company name, the name of the individual(s) to be assigned, and an overview of their experience and qualifications applicable to their role in the provision of design-build services for the County.
  9. Describe any significant or unique accomplishments, recognition, or awards received by Proposer, its key personnel, or its subcontractors for previous similar services.
  10. Provide a minimum of five client references for design or construction work performed by Proposer, who are agreeable to responding to an inquiry by the County. References should include the following information:
    - a. Client name
    - b. Client address
    - c. Client contact name
    - d. Client contact phone and fax numbers
    - e. Client contact email address
    - f. Brief description of work (1-2 sentences)
    - g. Performance period (start/end dates)
    - h. Total dollar value of contract

**G. TAB 7 – APPROACH (Limit 14 pages)**

In Tab 7, provide Proposer’s project approach to include the following:

1. A narrative of the project approach and an explanation of how this approach meets County objectives and requirements as specified in this RFQ.
2. An explanation of Proposer’s technical ability to perform all facets of the scope of services defined in Attachment A. If more than one Proposer is jointly filing a Response, details must be provided to clearly demonstrate individual roles and responsibility for all components of the project.
3. Details of implementation plan and schedule. Provide an implementation schedule for each component of services (e.g., design, demolition, construction). NOTE: Proposer must commit to a timetable of no more than 22 months for substantial completion of the project.
4. Provide a narrative of the methodology for engaging with County representatives in-the-course of performing the duties.
5. Proposer shall thoroughly explain:
  - a. Its accessibility in the areas of availability for meetings, general communications, coordination, and supervision
  - b. How Proposer physically plans on attending pre-scheduled meetings
  - c. How Proposer plans on ensuring accessibility and availability during the term of the Agreement
6. Proposer’s Risk Management and Safety Plan that includes a list of risks related to the provision of services and Proposer’s proposed mitigation procedures for

- each item.
7. Include a detailed description of the Proposer's safety plan to control the environment of the work site during on site construction.
  8. Provide sample reports Proposer has previously used on other design-build projects.
  9. Proposers are encouraged to propose the use of as many environmentally preferable, sustainable, 'green' products, materials and supplies to promote a safe and healthy environment. Submit a summary of Proposer's environmental sustainability initiatives and any products, materials or supplies that are proposed for the County's work that have documented evidence of reducing adverse effects on the environment.
  10. Provide a statement on company letterhead and signed by an authorized official of Proposer attesting to its commitment to meet the County's time and budget requirements for all assigned work.
  11. Submit any additional information not previously requested which Proposer believes would assist County in the evaluation of Proposer's approach to provide the required services.

#### **H. TAB 8 - ORGANIZATIONAL STRUCTURE AND CAPACITY (Limit 12 pages)**

In Tab 8, provide Proposer's project approach to include the following:

1. Identify whether or not the Proposer is a certified minority business enterprise and include a copy of the applicable document from the certifying agency.
2. Submit details of Proposer's staffing resources, at the location that will provide services to the County as well as corporately; by discipline and the number of personnel within each discipline.
3. Detail the location of the managing office and what plans will be adopted to ensure County citizens receive consideration for employment; and suppliers located within the County will be used for the acquisition of goods and services needed to perform the scope of services.
4. If Proposer's staffing resources includes sub-consultants, submit the name of the firm(s) who will perform each discipline. If more than one firm is listed for a discipline, then label which firm is the primary firm for that discipline. Firms may perform more than one discipline.
5. Submit an organizational diagram clearly identifying key personnel as well as other staffing resources who are designated to provide services to the County. For each individual in the organization diagram, include each individual's name, title, firm and indicate their functional relationship to each other.
6. If Proposer is teaming with other entities to provide the required goods and services, detail any prior similar work any two or more team members have jointly performed.
7. If a joint venture is proposed, provide an affidavit attesting to the formulation of the joint venture and provide proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities, and levels of participation in the project.
8. An explanation, in general terms, of Proposers' financial capacity to perform the scope of services. If Proposer is jointly filing a Response with other entities, details must be provided to demonstrate financial capacity of each entity.

9. Provide a statement on company letterhead and signed by a company official authorizing a County auditor and/or financial analysts access to your financial records, including all records prepared by an independent firm, or the financial records of other entities for which you have ownership interest. Such access will occur at the primary location of the Proposer, or such other location as may be agreed, for the purposes of verifying financial representations, and/or to review and assess the historical and current financial capacity of Proposer's business entity and its expected ability to meet ongoing financial obligations related to the required services, if awarded a contract. If an audit is conducted, the County's audit and/or financial analysts will report their findings in a summary report to the Procurement Official, which will be placed in the Response files for subsequent use, review, and discussions during evaluations.
10. Disclose any ownership interest in other entities proposed for services. This ownership disclosure includes ownership by the Proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
11. Detail Proposer and any subcontractor's current workloads and any projected changes to the workload within the next six months.
12. Provide a list of construction, design or engineering projects that have been awarded to the Proposer and any of their subcontractors by Manatee County in the past two years since December 2018. Include the following information for each:
  - i. Name of the project.
  - ii. Date of award.
  - iii. Dollar value of the design work.
13. Provide details of Proposer's capacity to bond the project. Include a letter of intent form Proposer's bonding company which confirms Proposer's bonding capacity.
14. Submit any additional information not previously requested which Proposer believes would assist County in the evaluation of Proposer's capacity to provide the required services.

**I. TAB 9 - SIMILAR COMPLETED PROJECTS (Limit 10 pages)**

Provide a list of up to five design-build projects, particularly those of large diameter sewer replacement or rehabilitation projects, which Proposer has provided and successfully completed since 2015. At least one project should be one that the proposer's design-build team has completed together. Include the following information:

- 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.

END OF ATTACHMENT B