



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

Solicitation Addendum

Addendum No.: 3
Solicitation No.: 21-TA003647SAM
Solicitation Title: Professional Transportation and Stormwater Engineering Services
Addendum Date: September 2, 2021
Procurement Contact: Sherri Meier

RFQ No. 21-TA003647SAM 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. 21-TA003647SAM.

CHANGE TO:

ADVERTISEMENT, SECOND PARAGRAPH, DATE, TIME AND PLACE DUE:

The Due Date and Time for submission of Proposals in response to this RFQ is ~~September 8, 2021~~ **September 15, 2021 at 2:00 P.M. E.T.** Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 prior to the Due Date and Time. Proposals will be opened immediately following the Due Date and Time at the Manatee County Administration Building, Suite 803.

CHANGE TO:

SECTION A, INSTRUCTION TO PROPOSERS, FIRST PARAGRAPH OF SECTION A.02 DUE DATE AND TIME:

The Due Date and Time for submission of Proposals in response to this Request for Qualifications (RFQ) is ~~September 8, 2021~~ **September 15, 2021 at 2:00 P.M. E.T.** Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 prior to the Due Date and Time.

CHANGE TO:

SECTION A, A.36, SOLICITATION SCHEDULE

The following schedule has been established for this Solicitation process. Refer to the County's website (www.mymanatee.org > *Business > Bids & Proposals*) for meeting locations and updated information pertaining to any revisions to this schedule.

Scheduled Item	Scheduled Date
Non-Mandatory Solicitation Information Conference. at Manatee County Admn. Building, Suite 803, 1112 Manatee Ave West, Bradenton, FL 34205	August 16, 2021, at 10:00 AM ET
Question and Clarification Deadline	August 25, 2021
Final Addendum Posted	September 1, 2021
Proposal Due Date and Time	September 8, 2021 <u>September 15, 2021</u> at 2:00 P.M. E.T.
Technical Evaluation Meeting	October 5, 2021
Technical Evaluation Meeting	October 7, 2021
Interviews/Presentations/Demonstrations (if conducted)	October 20, 2021
Final Evaluation Meeting (if required)	October 21, 2021
Projected Award	January 2022

CHANGE TO:

ATTACHMENT B, PROPOSERS RESPONSE, ITEM F. TAB 6 – RESPONDENT AND TEAM'S EXPERIENCE, ITEM 4.

Change to Attachment B, Proposers Response, Item F. Tab 6:

4. Identify any proposed sub-consultants 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~~ engineering services for the County.

QUESTIONS AND RESPONSES:

Q1. Is a certified check or bid bond required with the submission? They are not usually required for qualifications-based submissions, but it does seem that one is requested on page 38 of the RFQ.

R1. See response to Q9 Addendum 2.

Q2. Could exceptions be made to the page limits for the items below?

- a. **Tab 6, Item 3 Resumes (exclude from 5-page tab limit)**
- b. **Tab 7, Item 7 Sample Reports (exclude from 5-page tab limit)**
- c. **Tab 7, Item 9 Letter of Commitment (exclude from 5-page tab limit)**
- d. **Tab 8, Item 1 MBE certification (exclude from 5-page tab limit)**
- e. **Tab 8, Item 9 Statement Authorizing Access to Financial Records (exclude from 5-page tab limit)**

R2. a. See response to Q7, Addendum 2.

- b. Yes
- c. Yes
- d. Yes
- e. Yes

Q3. Tab 6, item 4 refers to design-build services for the County; is it anticipated that projects under this contract may be procured using a design-build model?

R3. Corrected per this Addendum 3.

Q4. For tab 9, can you please define “completed projects”? Is it construction completion or design completion?

- a. **Would “in progress” projects be acceptable to list on this tab? Would their “in progress” status impact their scoring?**

R4. “Design completion” is acceptable for projects submitted to demonstrate design experience. “Construction completion” is acceptable for projects submitted to demonstrate construction phase services or CEI experience. Scoring will be based on a combination of similarity of projects to County needs, successful completion, as well as other factors.

Q5. Can you provide the names of the evaluation committee members for this contract?

R5. See response to Q18. Addendum 2.

Q6. I do not see anything in the RFQ which would prohibit a company from being a prime as well as a sub but I would ask that you confirm my findings.

R6. That is correct.

Q7. The RFQ states in A.16: To be Responsible, a Proposer must meet the minimum qualification requirements and have the capability to perform the scope of services contained in this RFQ.

a. The way I read this is that in order to be reviewed the Proposer must have a team (either internally or through subs) that can do ALL of the services listed in Attachment A Section 1.03 A (page 43 of 104). If they do not then they would NOT be considered for this RFQ. Can you clarify or confirm my interpretation. Ex. If a Proposer submits a team that does not have a team member who can perform Industrial Engineering task (Section 1.03 A. 1. C) then they would not be considered a responsible Proposer.

R7. The County is requesting proposals from qualified firms for the provision of Professional Transportation and Stormwater Engineering services as identified in the Scope of Services. The County will accept and evaluate proposals from firms that can provide any portion, or all of the services identified in the Scope of Service, and other services that may be needed on an as-needed basis for various projects with Manatee County.

Q8. Can you provide an example (past work assignment) of the specific type of work the County has asked for in the Industrial and Biological fields? Section 1.03 A. 1. C Industrial & H Biological

R8. No.

Q9. Regarding Tab 6, please advise if resumes are included in the total page count (5 pages per the RFP)

R9. See response to Q7, Addendum 2.

Q10. Regarding Tab 7, please advise if the proposers risk management safety plan and sample reports are included in the page count (5 pages per RFP)

R10. The proposer's Risk Management and Safety Plan and sample reports can be included separately and will not count against page count for Tab 7.

Q11. Please advise if the sample reports requested in Tab 7 can be included separately from the proposal and if they must meet Section 508 compliance

R11. Sample reports can be included separately and will not count against page count for Tab 7 and are not required to be ADA compliant.

Q12. Attachment B, Proposal Response; Tab 6, #4 requests an "overview of [subconsultants'] experience and qualifications applicable to their role in the provision of design-build services for the County. This is the only reference to design-build in the RFQ. If intentional, does the County wish to receive information on the Proposer's design-build qualifications as well?

R12. See response to Q3.

Q13. Tab 7, #7 requests "sample reports Proposal has previously used on projects." Do these sample reports go towards page count?

R13. See response to Q10.

Q14. Tab 8, #12 requests a list of “engineering projects that have been awarded to the Proposer by Manatee County in the past two years since June 2019.” If we were awarded a project prior to June 2019, but a change order was issued after June 2019, should it be included in the list?

R14. Change Order issued after June 2019 does not need to be included on the list.

Q15. Tab 8, #3 requests 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...” Is it the intention of the County to encourage participation from suppliers located in Manatee County only or does the “local” area that includes the adjacent Counties count towards this item?

R15. Local Counties count.

Q16. Does this proposal, in its entirety, need to be 508 compliant upon submission?

R16. The County requests proposers make every attempt to comply with ADA standards, it is understood various reports, drawings, or sketches will not conform.

Q17. In reference to Tab 7, please advise if items 3, 6, 7, and 9 are included in the 5 page limit for this section.

R17. Sample reports, sample schedule, sample plans and statements on letterhead, can be included separately and will not count against page count for Tab 7.

Q18. In reference to Tab 7 item 7, please advise if the County would like consultants to provide full sample reports (i.e. 150 pg. safety report) or if the County would approve of providing excerpts of a report (i.e. 3-5 pages)

R18. Excerpts of reports.

Q19. May the organizational chart count as one single page if it is printed on an 11 X 17 foldout because of the number of staff members needed to cover all requested services areas?

R19. 11” X 17” pages are considered one page.

Q20. Does the County have any specific utilization goals or percentages for MBE firms?

R20. No.

Q21. In Tabs 7 and 8, the RFQ requests that we provide a statement on company letterhead attesting to our commitment to meet the County’s time and budget requirements AND another statement authorizing a County auditor and/or financial analysts access to our financial records. Do these statements (each 1 page) count against the page limits in those tabs?

R21. No.

Q22. In Tab 7, the RFQ requests that we provide sample reports previously used on projects. What kind of reports is the County looking for? Do the reports count against the page limit?

R22. Sample reports are listed as may be applicable for the purpose of demonstrating the proposers project approach and do not count against the page limit.

Q23. Can the client references request in Attachment B Section F.6. be Manatee County personnel in departments other than Public Works?

R23. Yes, but only one (1) of the three (3) requested.

Q24. Is proof of Insurance required at time of submittal of the RFQ response or once a firm has been selected.

R24. Proof of insurance is not required at the time of proposal submission.

Q25. Can you please clarify the \$1,000,000 Third Party Property Damage specific requirement?

R25. In the event the firm causes damage to a third party or Manatee County property, their insurance coverage pays for the damage. Same with Liability, if they hurt someone during the course of their work, their insurance company pays.

Q26. Attachment B Tab 2.3) What level of completion (60% submittal, S&S design plans, in construction, construction complete?) meets the requirement for a qualifying project?

R26. Projects submitted under this Tab should be, at a minimum, at the 100% design stage.

Q27. Tab 6.6) Can/should the client references be Manatee County employees?

R27. See response to Q23.

Q28. Tab 6.3) Requests a resume to be included per each key staff member. Does this count against the per tab total of 5 pages?

R28. See response to Q7, Addendum 2.

Q29. Tab 9) A list of up to 15 projects is requested to be provided, and representative photographs and exhibits are permitted as an attachment to this section. Are all 15 projects and the related attachments (photos and exhibits) limited to the per tab total of 5 pages?

R29. Representative photographs and exhibits supporting the projects are permitted as an attachment to this section and will not count against the page limit for this tab, but are limited to one page per project.

Q30. Does an 11 x 17 page count as two pages?

R30. See response to Q19.

Q31. Tab 7 - #7 is requesting a sample report. Can this report be placed in the back of the section, and be excluded from the 5 page section limit?

R31. See response to Q11.

Q32. Tab 7 - #9 is requesting a statement on company letterhead. Can this item be placed in the back of the section, and be excluded from the 5 page section limit?

R32. Yes

Q33. Tab 8 - #9 is requesting a statement on company letterhead. Can this item be placed in the back of the section, and be excluded from the 5 page section limit?

R33. Yes

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.

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