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### Solicitation Addendum

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Addendum No.: 1  
Solicitation No.: 21-R076506AJ  
Solicitation Title: Professional Environmental Engineering Services  
Addendum Date: April 27, 2021  
Procurement Contact: Abby Jenkins

**RFQ 21-R076506AJ 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 21-R076506AJ.**

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this Request for Qualifications (RFQ) was April 15, 2021.**

#### **CHANGE TO:**

#### **ATTACHMENT B, PROPOSAL RESPONSE, B.02 RESPONSE FORMAT, ITEM I, TAB 9- ORGANIZATIONAL STRUCTURE AND CAPACITY, NUMBER 9**

Provide a list of engineering projects that have been awarded to the Proposer by Manatee County in the past two (2) years since March 1, 2019. Include the following information for each:

- a) Name of the project.
- b) Date of award.
- c) Dollar value of the design work.

#### **QUESTIONS AND RESPONSES:**

**Q1. Can you please tell me if there is a current contract(s) for the referenced RFQ, and if so, who the incumbent(s) are? Please also advise if there is a Plan holders list for the RFQ, as I was unable to obtain one from the bid site.**

R1. Yes, the current contract expires July 17, 2021. Incumbents are Professional Services Industries (PSI) Inc., Cardno, Inc., and Environmental Assessments & Consulting (EAC). The system Procurement uses to advertise solicitations currently does not have the planholder's list functionality activated. Procurement is working with the vendor to engage this feature. A planholder's list will not be available for this RFQ.

**Q2. Does this solicitation replace the expiring contract RFP #16-0759CP (Professional Environmental Engineering Services) solicited by the County in 2016?**

R2. Yes.

**Q3. Will the County look for potential hazardous materials release response capabilities again?**

R3. Yes.

**Q4. Relative to Question 4 above, if the requirement to be registered under Chapter 489 is maintained, can a sub-contractor who is registered under that Chapter substitute for the Prime Proposers registration?**

R4. No.

**Q5. While the bonding requirement in Form 8 (p.31) is not checked, on P.39 the RFP states bonding must be submitted with the RFP. IS bonding to be required?**

R5. No.

**Q6. Form 8 Insurance: Does the County desire respondents to include the 10 description/requirements pages (p.31-40) in their response, or does the Insurance Statement signature page (p. 41) suffice?**

R6. Refer to Attachment B, Proposal Response provides instruction on how to respond and submit the form documents.

**Q7. Is it ok to have 11x17 fold out Org Chart Diagram in the submittal?**

R7. Yes.

**Q8. The RFP requires that certified insurance policies be made available upon request. Could Certificates of Insurance be supplied instead?**

R8. Certificates of Insurance (COI) are acceptable.

**Q9. The Commercial General Liability Insurance requires a sublimit of \$10,000 for Medical Expense. Could that be lowered to \$5,000?**

R9. Insurance requirements are provided by the County Risk Management and the minimums are outlined in the published bid documents.

**Q10. The Scope of Work (SOW) states, A.04 ASSIGNMENT OF PROJECTS As projects arise and are funded during the Agreement term that requires Professional Services, the County will select a Consultant from the Library with the requisite expertise and negotiate the scope of services and basis of compensation for a Work Assignment for the specific project. Does the County require each Proposer to submit a response that includes each of the tasks in the SOW, or may a Proposer submit only for their area of expertise?**

R10. Attachment B, Proposal Response provides instruction on how to respond to the Request for Qualifications.

**Q11. Please clarify whether a Bid Bond is required with our proposal submission. And if so, what is the total amount of the Bond?**

R11. No bond is required with the submitted proposal.

**Q12. Is there a budget for this contract, if so, what is it?**

R12. Budget is determined on a per-project basis.

**Q13. Are there incumbents to this contract, if so, who are they?**

R13. Refer to R1.

**Q14. Who are the panelists on the Selection Committee so that we do not inadvertently contact them?**

R14. Refer to Section A.13 of the Bid documents for information pertaining to Lobbying.

**Q15. Can you please clarify the below date (stated as March 1, 2021) from Attachment B, TAB 9, Item #9 (page 59 of the RFQ)? "Provide a list of engineering projects that have been awarded to the Proposer by Manatee County in the past two years since March 1, 2021. Include the following information for each:"**

R15. The correct date is March 1, 2019.

**Q16. Is each Tab, i.e. Tab 1 – 9 each limited to 5 pages with the exception of Tab 3 or is that also limited to 5 pages. Are all tabs limited to 5 pages.?**

R16. Yes, Tab 3 is an exception for the required forms.

**Q17. Does the Response have to be printed back and front or one sided.?**

R17. This is at the discretion of the Proposer.

**Q18. Is Tab 1 limited to 5 pages including the TOC and cover page?**

R18. Yes.

**Q19. Tab 6 requests resumes is this in the 5-page limit. Is there any place to submit qualifications of our selected subcontractors?**

R19. Resumes can be included as exhibits. Subcontractor information should be included in Tab 6.

**Q20. Tab 2 requests 5 qualifying environmental projects conducted since March 1, 2016. Tab 6 also requests 5 client references and very similar information. Tab 8 also requires 10 environmental projects (one which one can be Manatee County). Should these be combined into one section? Does the County therefore require 20 environmental projects / client references? Or is it 5 references/project profiles in Tab 6, 5 project profiles in tab 2 and 10 in Tab 8?**

R20. The requirements are 5 Project profiles in Tab 2 and 5 References in Tab 6, and 10 Project in Tab 8. They can be the same as long as the required information is provided.

**Q21. There is no page limit or font restrictions, correct?**

R21. There is a 5 Page limit per tab, you may use front and back. No font restrictions.

**Q22. Item 2. Please describe what is expected for “facility compliance management and incident/discharge investigations”.**

R22. When issued a work assignment, the scope of the work will be well defined and inclusive. This instance refers to a Pollutant storage tank closure assessment, review of the site conditions, the condition of the tank and piping for compliance with Agency Having Jurisdiction (AH’s) and manage incidents and discharges and the required assessments and remediation plans.

**Q23. Item 7. Please provide details on what is required for “hazardous materials management, response and cleanup”. In particular “response”.**

R23. The Proposer should have the ability to immediately respond to any hazardous materials incident on county roads, or property, in the event no responsible party is identified, to assist fire, HAZMAT, etc. to protect the health, safety and welfare of the citizens and protect natural resources. Once the emergency is mitigated, the consultant or contractor should have the ability to remediate any environmental impacts resulting from the incident in accordance with all Local, State and Federal guidelines and regulations.

**Q24. Item 18. Please list the types of permits referred to in this item.**

R24. United States Environmental Agency (USEPA), Florida Department Environmental Protection (FDEP), Florida Department of Transportation (FDOT), United States of America Army Corp of Engineering (USACOE), Occupational Safety and Health Administration (OSHA), Florida Wide Assurance (FWA), Fish & Wildlife Commission (FWC), Southwest Florida Water Management District (SWFWMD), Florida Power & Light (FPL), Peace River and other Agencies having Jurisdiction (AHJ’s)

**Q25. Item 21. Please provide more details on what type of construction services are being referred to in this item.**

R25. Civil and site work associated with remediation, tank removal and installation, piping, soil clean up, but not limited to these items listed.

**Q26. Item 24. Please describe what is meant by “site/building clean-up”.**

R26. Site and building clean-up after abatement, monitoring and remediation.

**Q27. Tab 7 Item 5., 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.” Could the County please provide further clarification of what specifically is required?**

R27. Proposer must provide an explanation on how to ensure safety and manage any safety risk associated with a possible work assignment.

**Q28. Tab 7, Item 6., Include a detailed description of the Proposer’s safety plan to control the environment of the work site during on site construction. Could you County please provide further explanation on the type of construction that is referenced?**

R28. The type of construction will be dependent upon the proposed work assignment.

**Q29. 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. Could the County provide information as to what time and budget elements have already been designated? Most consultants are not able to commit to a schedule and cost until we have the specifications.**

R29. The timelines and budgets are negotiated prior to the execution of a work assignment and consultants are required to commit to the proposed time and budget. The County has requested a statement in agreement with this commitment.

**Q30. On Tab 8, Manatee County requests a list of up to ten (10) projects, since March 1, 2011. The list of requested information includes a brief description of the Scope of Work (1 – 2 sentences). However, the next paragraph includes language that says that Representative photographs and exhibits supporting the above projects are permitted as an attachment to this section. (limit one (1) page per project description). Our question, therefore, is: Does Manatee County require a 1-2 sentence project description of our Scope of Work for each of the projects, or does the County want a one-page description of each project?**

R30. The County has limited the number of pages, it is the consultant responsibility to decide on how to present the information within those parameters.

**Q31. We were wondering if we are able to submit for specific services within the RFQ or if we need to be able to provide all with or without the use of a subconsultant? For example we provide ecological/habitat evaluations, but we subcontract hazardous waste work.**

R31. This is at the discretion of the Proposer.

**Q32. Who holds the current contract(s)?**

R32. Refer to R1.

**Q33. What was the previous annual spending for these services?**

R33. Approximately \$250,000.00 per year.

**Q34. How many contracts are anticipated for award?**

R34. This is at the discretion of the Evaluation Committee.

**Q35. Can you provide the winning submittal of the current firms who hold the contract?**

R35. To obtain records of the previous RFQ 16-0759CP agreements you will need to contact Debbie Scaccianoce at [Debbie.scaccianoce@mymanatee.org](mailto:Debbie.scaccianoce@mymanatee.org) / phone 941-748-4501 ext. 5845 to make a formal public records request.

**Q36. Attachment B, Proposal Response: What do you mean by “per tab” in the following statement for Tab 1: “2. An introductory letter/statement that describe your Response in summary form (limit 5 pages or less per tab).”**

R36. There are 9 tabs, 5 pages per tab, front and back, at Proposer's discretion.

**Q37. Attachment B, Tab 2, Minimum of 5 projects; is there a maximum?**

R37. No.

**Q38. Attachment B, Tab 6 requirements, what sub-consultants are required? Are subcontractors such as laboratories, drillers, construction contractors, etc., to be listed?**

R38. Subcontractors listed are at the discretion of the Proposer.

**Q39. Attachment B, Tab 9, 8. 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. However, on page 35, the boxes for bonds are not checked. Is a bond required for this contract?**

R39. Bonds may be required for individual work assignments depending on the scope of work and budget associated with the project.

**Q40. How many firm's does the County intend to select for this contract.**

R40. Refer to R34.

**Q41. From page 56 of the RFQ under Section F: Tab 6 – Respondent and Team's Experience Item 7 regarding client references, can Manatee County employees be listed as a client reference?**

R41. Yes, only one County client may be listed.

**Q42. From page 57 of the RFQ, under Section H: Tab 8 – Similar Completed Projects, item 1 states that the list of projects may include one (1) project from Manatee County. If we provided services on projects where Manatee County was the project owner, but we provided services through a prime consultant, can those projects be listed?**

R42. Yes, however the Proposer must be very specific in detailing the role the proposing firm was responsible for during the Project.

**Q43. From page 58 of the RFQ, under Section I: Tab 9 – Organizational Structure and Capacity, item 8 requests proposer to provide details of our capacity to bond the project. The required services that have been identified under this RFQ include both environmental engineering as well as constructor/construction related services to address items such as petroleum contamination remediation, hazardous materials response and cleanup, etc. Can you clarify how the Bonding Requirements detailed on pages 39-40 as well as Item 8 in Tab 9 will apply to this contract given the unknown nature of the assignments when the contract is awarded. Can we assume that bonding can be addressed if needed when a task that requires bonding is assigned?**

R43. Refer to R39.

**Q44. Is there a monetary cap for each task order under this contract? If so, what is the limit for the budget of each task order?**

R44. No, each task will have an approved budget and the monetary amounts are unknown until the work assignment has been process.

**Q45. The RFQ in Tab 8 requests up to ten (10) similar completed projects. Can we provide a project example(s) demonstrating our Teaming Partner's and/or Key Subcontractor's capabilities and experience?**

R45. Refer to R42.

**Q46. Relating to Tab 6, may we use our Teaming Partner's or Key Subcontractor's past performance client references?**

R46. The majority of the past performance history must be specific to the Proposer past performance work experience.

**Q47. In detailing our strategies and approach to meeting ADA accessibility and/or WCAG AA for documents submitted, do we speak to providing the County with formatted submissions that allow the County to post and provide access to the public?**

R47. Yes.

**Q48. Is this multiple award or single award?**

R48. Multiple.

**Q49. Who is the incumbent.**

R49. Refer to R1.

**Q50. I see you encourage minority participation, but do you offer any additional points for MBE/DBE certified companies.**

R50. Refer to Section B, Evaluation of Responses.

**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