



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

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 23-R081314SAM
Project No.: 6108500
Solicitation Title: Manatee County Sheriff's Office Property Evidence
Building Architecture / Engineering Services
Addendum Date: April 4, 2023
Procurement Contact: Sherri Meier, Procurement Team Leader

RFQ No. 23-R081314SAM 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. 23-R08314SAM.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ was March 28, 2023.

QUESTIONS AND RESPONSES:

- Q1. Can I have a copy of the PowerPoint presentation from the non-mandatory information conference?**
R1. PowerPoint slides attached to this Addendum No. 1.
- Q2. Has a study been done yet to verify the 40,000 sqft? If so, can we get a copy of it?**
R2. A study has not been performed.
- Q3. Has a civil engineer been helping with any of the preliminary site information? If so, can you send the name of the civil?**
R3. No civil engineer has been assisting.
- Q4. May we have a copy of the pre-proposal conference presentation?**
R4. See response to R1.
- Q5. Can you supply a copy of the non-mandatory info conference sign-in sheet?**
R5. Sign-in sheet attached to this Addendum No. 1.

Q6. Can you please confirm what the total design and construction budget is (or is expected to be) that has been assigned for this project in relation to answering and signing an authorized official letter ‘to meet the commitment of the County’s time and budget requirements’ per item #7 on Page 55 under Tab 7?

Pg. 55, Tab 7, Item #7

“7. 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.”

R6. Per CIP #6108500 Total Budgetary Cost Estimate is \$6,780,000.00.

Q7. The County’s Capital Improvement Plan has the total project budget of \$6,780,000. Does the County plan on acquiring sufficient funds for the design and construction being that they require a 45,000 SF highly secure facility with crime scene unit, chemistry lab, figure print unit, evidence storage, and administrative/office space?

R7. Additional funding will be requested as needed.

Q8. Has a programming study has already been performed for this project? If so, can we get a copy of the programming study?

R8. A programming study has not been performed. This will be performed by the chosen architect and Owner.

Q9. Will a bid bond be required for any work under this contract? Will a payment and performance bond be required?

R9. Bonding requirements sections are not checked, which implies they are not a requirement for this Request for Qualifications, nor will they be a requirement of the final agreement.

Q10. Article 25 of the PSA specifically states that individuals performing under the contract are responsible for their negligence, errors and omissions, not just the company. Would the County consider inserting the statutory exception for individual liability, or at a minimum reduce individual liability to negligent acts?

R10. No.

Q11. Page 45 references soil testing as required: will the County consider contracting separately for service related to required soils testing? Is information available from previous studies or testing?

R11. The selected architect will be responsible for the Geotechnical Soils Investigation.

Q12. Will the County provide a project program that provides additional detail of the information depicted in 1.02 as I program validation a required service?

R12. See response to R8.

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



Non-Mandatory Solicitation Information Conference

RFQ NO. 23-R081314SAM

Manatee County Sheriff's Office Property Evidence
Building Architecture / Engineering Services

Due Date & Time: April 17, 2023
@ 2:00 PM

NO QUESTIONS ARE OFFICIAL
UNLESS SUBMITTED IN WRITING



Agenda

- Introductions
- Lobbying Limitation
- Notifications
- Solicitation Schedule
- Due Diligence Review
- Minimum Qualifications
- Background
- Project Description
- Specifications / Scope
- Deliverables
- Evaluation Criteria
- Proposal Response
- Trade Secrets
- Mistakes That Could Cost You



Lobbying Limitation

- The limitation against lobbying begins at the date and time solicitation advertises and ends upon execution of the final contract.
- All inquiries/communications regarding RFQ must be submitted to sherri.adamsmeier@mymanatee.org or purchasing@mymanatee.org

ATTN: Sherri Meier

Lobbying prohibition limits any type of communication between:

- Prospective proposers or their agents, representatives, or persons acting at the request of such proposer

and

- County officers, agents or employees (e.g., County Commissioners, County Administrator, County Consultants) other than Procurement



Notifications

- The County utilizes the following methods for notification and distribution of solicitation opportunities:
 - County Website www.mymanatee.org
 - DemandStar <https://www.demandstar.com>
 - Request via email purchasing@mymanatee.org
 - Hard copies are available at County Administration Bldg., 8th fl.
- These are the only authorized methods
- Bidder must verify the validity of RFQ documents and solicitation information received from any other source.



Solicitation Schedule

ACTIVITY	DATE
Deadline for Asking Questions	March 28, 2023
Final Addendum Posting	April 4, 2023
Proposal Due Date and Time	April 17, 2023 @ 2:00 PM ET
Technical Evaluations #1	TBD
Technical Evaluations #2	TBD
Interviews, if conducted	TBD
Final Evaluations	TBD
Anticipated Project Award	June 2023



Due Diligence Review of Proposals

- Due diligence review: proposals are evaluated to determine whether each Proposer is responsible and responsive.
 - A responsible Proposer is a Proposer which the County affirmatively determines has the ability, capability and skill to perform under the terms of the agreement. One who meets the minimum qualification requirements of this RFQ.
 - A responsive Proposal is one that follows the requirement of this solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document.
 - Proposals that are deemed non-responsible and/or non-responsive will not be considered or evaluated.



Minimum Qualifications

- Proposer must be registered with the State of Florida. Division of Corporations to do business in Florida.
- Proposer must possess current, valid licenses and certifications required under Florida Statute to perform engineering or architectural services as applicable to the Manatee County Sheriff's Office Property Evidence Building project.
- Proposer or its subconsultant has completed (certificate of occupancy has been issued) a minimum of three (3) projects similar in scope included in the RFQ since January 1, 2011.



Minimum Qualifications (Continued)

- Proposer is not on the Florida Suspended, Debarred, Convicted Vendor, Excluded Parties or Scrutinized list of Prohibited Companies lists.
- If you are filing as a joint venture, provide the firms approved filling with the DBPR.
- Must have no reported conflicts of interest in relation to this RFQ.
- Complete Forms 1 through 9 included in RFQ.
- Proposer provides a Response that conforms to the material aspects of Exhibit 2.



Exhibit 2, 2.01 Information to be Submitted

- The contents of each Response shall be organized and arranged with tab numbers and tab names in the same order as listed in the RFQ and with the same TAB names and 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. **RESPONSES ARE LIMITED TO 15-SINGLE SIDED PAGES FOR TAB NUMBERS 6, 7, 8 AND 9.**



Background

- The County is requesting proposals from qualified firms for the provision of professional architectural / engineering services for the Manatee County Sheriff's Office (MCSO) new property evidence building.
- Construct a new 40,000 square foot two-story building adjacent to the existing Child Protection Investigation Division (CPID) office building located at 3500 9th Street West, Bradenton. The building should house the Fingerprint Unit, Crime Scene Unit, Chemistry Lab, Evidence Storage, Administrative Area and Facilities.
- The objective of this solicitation is to provide all planning, design, permitting, cost options and project management for the Manatee County Sheriff's Office evidence building which will be constructed at the following location:
 - 3500 9th Street West
 - Bradenton, FL 34205



Scope of Services

- 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 Property Evidence Building project which includes, but not limited to, the following:

- Fingerprint Unit
- Crime Scene Unit
- Chemistry Lab
- Property and Evidence Spaces
- National Integrated Ballistic Information Network (NIBIN) Space
- Administrative / Facility Spaces



Project Scope (continued)

- The facility shall meet standards outlined in the Property Management's Preferred Building Design and Product Catalog Latest Addition, the Department of Justice ADA Standards for Accessible Design and the latest edition of the Florida Building Code. Other jurisdiction entities include, but not limited to, Southwest Florida Water Management District, State of Florida Department of Environmental Protection, and Manatee County Health Department and the Department of Agriculture.
- 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 A/E is required to provide documentation of the LEED Silver design efforts, no tracking or monitoring is required.



Estimated Project Completion Date & Project Cost

- Estimated completion date for the 100% design submittal is eight (8) months from Board of County Commissioners contract award or Notice to Proceed.
- The current approved Capital Improvement Plan (CIP) construction budget is \$4,952,000.00.



Evaluation Criteria

Criteria	Maximum Points
Proposer & Team's Experience	30
Approach to Design	15
Organizational Structure and Capacity	25
Similar Completed Projects	30



Proposal Response

- Tab 1 Introduction
- Tab 2 Minimum Qualification Requirements
- Tab 3 Forms (9 Forms)
- Tab 4 Trade Secrets
- Tab 5 Proposers Statement of Organization
- Tab 6 Respondent and Team's Experience
- Tab 7 Approach to Project Management & Construction
- Tab 8 Organizational Structure and Capacity
- Tab 9 Similar Completed Projects
- Tabs must be arranged in the same order as listed above; numbered and named, **LIMIT 15 SINGLE-SIDED PAGES PER TAB FOR TAB NUMBERS 6, 7, 8 AND 9.**



Trade Secrets

- Proposers must identify any trade secret being claimed in accordance with Florida Statute 812 and the instructions in the RFQ.
- Designation of the entire Proposal as 'Trade Secret', 'Proprietary' or 'Confidential' is not permitted and may result in a determination that the Proposal is non-responsive and therefore will not be evaluated or considered.



Insurance Requirements

Coverage limits of not less than:

- Automobile: \$2m / combined single limit; or \$1m Bodily Injury and \$1m prop damage; \$10k No fault; \$500k non-owned and \$10k medical payments.
- General Liability: \$1m /single limit per occurrence; \$2m aggregate; \$2m products; \$1m personal / advertising injury; \$100k fire damage; \$10k medical expense and \$1m third party property.
- Employer's Liability: \$100k each accident; \$500k disease each employee; \$500k disease policy limit and Workers Compensation Insurance.
- Professional Liability and/or Errors and Omissions (E&O) Liability: \$3m bodily injury and property damage each occurrence; and \$3m general aggregate.



Mistakes That Could Cost You!

- Delivering the response after the deadline.
- Failing to provide the information requested for the “Minimum Qualifications”.
- Not presenting questions regarding minimum requirements, scope/specifications, terms and conditions, or other provisions prior to the deadline for delivery of questions, which include questions about the insurance coverages and the sample agreement attached to the RFQ.
- Providing information that is not legible, too **small** or blurry.
- Failing to acknowledge addenda.
- Failing to sign the response.
- Failing to have insurance coverages at expected limits.



Questions?

- All inquiries/communications regarding RFQ must be submitted to:

sherri.adamsmeier@mymanatee.org or
purchasing@mymanatee.org, Attn: Sherri Meier

**NO QUESTIONS ARE OFFICIAL UNTIL
SUBMITTED IN WRITING.**



Procurement Division
Non-mandatory Information Conference Sign-in
RFQ No. 23-R081314SAM
Manatee County Sheriff's Office Property Evidence Building A / E Services
March 21, 2023 @ 1:30 PM ET
Manatee County Administration Building
1112 Manatee Avenue West, Suite 863, Bradenton, FL 34205

Printed Name	Organization/Agency	Email Address
Sherri Adams-Meier	MCG Procurement	sherri.adamsmeier@mymanatee.org
Shirley Seymour	M/C Const. Services	
Robert Wall	MC Construction Services	robert.wall@mymanatee.org
Jeff Brown	TLC Engineering	Jeff.Brown@TLC-Eng.com
Michael Smith	Nelson Worldwide	michael.smith@nelsonww.com
Tracy Dawson	HDR	tracy-dawson@hdrinc.com
Jessica Hidalgo	OCI Associates- MEP	jhidalgo@ociassociates.com
Jack Mercurio	Harvard Jolly - Arch	J.Mercurio@HarvardJolly.com
GIACOMO LIARI	DEWBERRY	gliceri@dewberry.com
JONATHAN RAE	HOK	jonathan.rae@hok.com
Jamie Baumgartner	HOK	jamie.baumgartner@hok.com
Lori Rice Turner	Ajax	lori.rice@ajaxbuilding.com
JEFF HORTON	WHARTON-SMITH	jhorton@whartonsmith.com
Courtney Turco	FBA	cturco@fawleybryant.com