



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

Solicitation Addendum

Addendum No.: 2
Solicitation No.: 21-TA003647SAM
Solicitation Title: Professional Transportation and Stormwater Engineering Services
Addendum Date: August 18, 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.

QUESTIONS AND RESPONSES:

Q1. How many firms does the County intend to select?

R1. Not known at this time.

Q2. Who are the incumbents for this contract?

R2. AECOM
Cardno, Inc.
HDR Engineering, Inc.
Kissinger Campo and Associates Corp.
Hardesty and Hanover, LLC

Q3. Could you provide additional insight regarding the total contract value?

R3. These services are on an as-needed basis so the total contract value will fluctuate; with any project within the 5-year approved CIP under \$4 million in construction value would be a candidate project for this contract.

Q4. Could you please provide a full copy of this RFQ #21-TA003647SAM?

R4. Solicitation documents are published on manatee.org and Periscope S2G.

Q5. Which advertisement system is the County using (DemandStar, Planet Bids, etc)?

R5. The County utilizes Periscope S2G as a third-party provider to distribute Proposals.

Q6. The RFQ limits the per-tab total pages of TAB 6 to 5 pages. Are these single-sided pages or double-sided pages?

R6. Single sided. A double-sided page counts as two pages.

Q7. Does this page limitation apply to the resumes included in TAB 6, Item 3?

R7. Resumes should be limited to one page per staff member and do not count against the page limit.

Q8. Can you provide clarification for TAB 5, Item 3 regarding submitting a proposal compliant with Section 508 and/or WCAG2.0AA? May we include a point of contact at our firm who is able to provide this formatting upon request?

R8. The electronic information, documents, applications, reports and deliverables should meet the requirements of Section 508 of the Rehabilitation Act and Best Practices. Yes, a point of contact is acceptable.

Q9. Can the RFQ and sample contract Bonding Requirements (RFQ pages 38 to 39 and Sample Contract pages 32 to 33) be removed as they do not apply to the services we provide?

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. Will the County strike Item F from “Article 5 Invoices and Time of Payment” found on page 4 of the sample contract (Page 74 of the RFQ) as liquidated damages are almost always assessed against contractors and not design professionals?

R10. Refer to Section C Award of the Agreement, C.02 Agreement.

Q11. Will the County strike “or retained counsel at Successful Proposer’s expense.” from the indemnity statement in Form 9 as it violates FL Statute 725.08 which specifically states a design professional cannot be required to “defend” a client as part of its indemnity requirements under a contract?

R11. Refer to R10.

Q12. When/how will it be decided if interviews/presentations will be conducted? If it will occur for shortlisted firms only, how many will be shortlisted?

R12. Presentation/interview/clarifications number of shortlisted firms will be up to the evaluation committee.

Q13. In Section B.03, it is stated that at a minimum, the evaluation committee may conduct discussions with shortlisted firms. Will this be in lieu of an interview/presentation or a supplement to an interview/presentation and when in the schedule of dates?

R13. This will be up to the evaluation committee.

Q14. How many firms may be selected for this contract? Since some firms may pursue selected components (up to 6 main ones) of the contract, will there be a shortlist for each of the components and another list for firms wishing to pursue all 6?

R14. The number of firms to be selected has not been determined. No separate short list for the different disciplines of work will be developed.

Q15. Will the selection process look at creating a “library of consultants” providing an array of services or just select a few consultants?

R15. There will not be a library based on types of consultant’s services/disciplines.

Q16. If a firm/team wished to pursue a few (but not all 6) components, would you have to produce two separate proposals, one for one component, such as stormwater engineering, and a second one for another component, like ITS? If can be under one proposal, how do you handle for any similar project descriptions/photos which allow up to 15 projects? Provide ½ for one component and ½ for the other one?

R16. One proposal for all services offered.

Q17. Can you elaborate on which County departments will be able to use/access this contract for task orders? For example, if this contract is managed through the Public Works Department, are all divisions within this department able request task orders? Are other Departments, like the Parks & Natural Resources Department and the Property Management Department also be able to request task orders?

R17. The Public Works Department is the primary contract administrator, but all County departments can use the contract(s) at their discretion.

Q18. Can you provide detail on who will be on the selection committee?

R18. The Evaluation committee shall become public knowledge at the first Technical Evaluation Committee meeting.

Q19. Is there an approximate range of how many firms will be selected for this contract?

R19. No.

Q20. Can you confirm whether pictures can be included with each project summary or if they have to be listed on a separate page? If so, does that picture page count towards the 5 page tab limit?

R20. Pictures count against page limits. Only things that would not count against page limits are divider tabs and resumes as stated above.

Q21. Is it possible to receive a copy of the sign-in sheets (both in person and virtual) and the powerpoint presentation for the subject pre proposal meeting?

R21. The information conference was non-mandatory; the County only captured the individuals in-person. Sign-in Sheet and PowerPoint presentation attached to this Addendum 3.

Q22. Are the addendum acknowledgements submitted with the proposal or separately by email?

R22. Acknowledgements of Addendum are recognized in Attachment B, Item C, Tab 3, Forms, Form 1.

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



Procurement Division
Non-Mandatory Information Conference
RFQ No. 21-TA003647SAM
Professional Transportation & Stormwater Engineering Services
August 16, 2021 10:00 AM ET
1112 Manatee Avenue West, Suite 803 & Virtual

Printed Name	Organization/Agency	Email Address
Doug Stoker	Cardno, Inc.	doug.stoker@cardno.com
JORDAN LEEP	KIMLEY-HORN	JORDAN.LEEP@KIMLEY-HORN.COM
JEREMY L. FIRELINE	S & ME	jfireline@smeinc.com
Bob Agrusa	TEDS	bagrusa@teds-fl.com
Nathan Kertz	BES	nathan@b-s-inc.org.com
Justin Reck	"	jrecker@b-s-inc.org.com
Gerry Traverso	George F. Young, Inc.	gtraverso@georgefyoung.com
KAREN VAN DEN AVONT	PROTEAN DESIGN GROUP	Kvandenavont@protean.com
RICH ZIELINSKI	AMERICAN STRUCTUREPOINT	RZIELINSKI@structurepoint.com
Joe DiStefano	Tierra, Inc	jdistefano@tierraeng.com
Periklis Papadopoulos	M&J Engineering P.C.	PPAPADOPOULOS@mjengineers.com
Nick Harrison	American Structurepoint	nharrison@structurepoint.com
Bruce Landis	Landis Evans + Partners	Landis@landisevans.com
Scott Betz	Kisinger Campo & Associates	sbetz@kcaeng.com
Alejandro Morder	Kisinger Campo & Assoc.	Amorder@kcaeng.com
Fathy Abdalla	Kisinger Campo & Assoc.	Fabdalla@kcaeng.com
XAVIER ARROYO	CORE ENGINEERING GROUP LLC	Xarroyo@ourcoregroup.com

NAME

MATT CROSBY

COMPANY

CORE ENGINEERING GROUP

EMAIL

MCROSBY@OURCOREGROUP.COM



**Non-Mandatory
Solicitation Information Conference
RFQ NO. 21-TA003647SAM
Professional Transportation & Stormwater
Engineering Services**

Due Date: September 8, 2021 @ 2:00 PM



Agenda

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



Lobbying Prohibition

- The limitation against lobbying begins at the date and time solicitations advertise 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 bidders or their agents, representatives, or persons acting at the request of such bidder

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
 - Periscope S2G www.periscopeholdings.com/s2g (formally BidSync)
 - Request via email purchasing@mymanatee.org
 - Hard copies are available at Manatee County Administration Bldg, 8th floor, Suite 803
- These are the only authorized methods
- Bidder must verify the validity of all RFQ documents and solicitation information received from other sources



Solicitation Schedule

ACTIVITY	DATE
Deadline for Delivery of Questions	August 25, 2021
Final Addendum Posting	September 1, 2021
Proposal Due Date and Time	September 8, 2021 @ 2:00 PM ET
Technical Evaluations	October 5, 2021
Technical Evaluations	October 7, 2021
Interviews	October 20, 2021
Final Evaluations	October 21, 2021
Anticipated Project Award	January 2022 (Effective Date of March 7, 2022)



Due Diligence Review of Proposals

- Due diligence review: proposals are evaluated to determine whether each Proposer is responsive and responsible.
 - A responsible Proposer means a Proposer meets the minimum qualification requirement(s) of this RFQ. Attachment B, Tab 2 No. 1 through 9.
 - A responsive Proposer means a Proposer has submitted a Proposal that conforms in all material respects to the requirements in the RFQ.



Minimum Qualifications

- Proposer must be registered with the State of Florida. Division of Corporations to do business in Florida.
- Must possess current, valid licenses and certifications required under Florida Statutes to perform architectural or engineering services
- Proposer or its subconsultant has provided transportation / stormwater engineering services for a minimum of 3 projects since August 1, 2016.



Minimum Qualifications

- Proposers not listed on the:
 - Florida State Board of Administration Scrutinized Prohibited Companies
 - Florida Suspended or Debarred Vendor List
 - Federal Convicted Vendor or Excluded Parties List
- If submitting as a joint venture, proposer must file the required documents If Proposer is not a joint venture, **provide a simple statement to that effect.**
- Must have no reported conflicts of interest in relation to this RFQ.
- Complete Forms 1 through 9 included in RFQ.



Background

- 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; however, the County will accept and evaluate proposals from firms that can provide any or all of the following components: Transportation Engineering Services, Intelligent Transportation Systems (ITS), Intersection Improvements (Roundabout, Signalization, etc.), Advanced Traffic Management Systems (ATMS), Stormwater Engineering, and Construction Engineering and Inspection (CEI), and other services that may be needed on an as-needed basis for various projects with Manatee County.



Evaluation Criteria

Criteria	Maximum Points
Proposer & Team's Experience	25
Approach to Project Management	25
Organizational Structure and Capacity	25
Similar Completed Projects	25



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
- 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, **Tabs 6, 7, 8 and 9 are limited to a per tab total of 5 pages.**



Trade Secrets

- Proposers must identify any trade secret being claimed in accordance with Florida Statute 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.
- Trade secret material must be segregated from the portions of the Proposal that are not being declared as trade secret.



Mistakes That Could Cost You!

- Delivering the response after the deadline. Regardless of delivery method, it is your responsibility to make sure it arrives in our suite by 2:00 pm of the due date.
- Failing to provide the information requested for the “Minimum Qualifications”.
- Not presenting questions in writing regarding minimum requirements, scope/specifications, terms and conditions prior to the deadline for delivery of questions.
- Failing to acknowledge addenda.
- Failing to sign all the required areas within the response.



Questions?

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

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