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#### Solicitation Addendum

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| Addendum No.:        | 2  |
| Solicitation No.:    | 20-R073895SAM  |
| Solicitation Title:  | Professional Transportation Planning and Project Review Services |
| Addendum Date:       | April 22, 2020   |
| Procurement Contact: | Sherri Meier   |

**20-R073895SAM 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. 20-R073895SAM.**

#### **CHANGE TO:**

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

**Q1. "It is mentioned in the RFQ that the proposer has to submit 1 original, 3 copies, and 1 electronic copy of the proposal package. There might be limited availability of stores that can provide document production services due to COVID-19 situation. Is County still anticipating that the proposer should submit 3 hard copies as part of the proposal package? and is digital signature is sufficient for various forms mentioned in RFQ?"**

R1. Yes, each proposer should submit 3 hard copies as part of the proposal package. Proposal due date has been adjusted based on current events. Digital signatures on documents not requiring notary signature/seal is acceptable.

**Q2. "Are you expecting the proposal submittal to be compliant with Section 508 of the Rehabilitation Act?"**

R2. Yes. Per RFQ, Section A.35, Accessibility.

**Q3. “On Pg. 2 (Attachment B) you ask for a minimum of 5 similar projects. On pg. 6 (Attachment B) you also ask for 5 projects. Can the projects be the same, or are you expecting 10 separate ones? Is there a difference between the two? “**

R3. Attachment B, Item B, Tab 2 – Minimum Qualification Requirements, Item 3: The County is looking for 5 references who are willing to respond to a short survey confirming Proposers past performance.

Attachment B, Item H, Tab 8 – Similar Completed Projects: The County is looking for any additional projects you would like to showcase.

Tab 2, Item 3 and Tab 8 can be the same projects.

**Q4. “The contract mentions a contract period of up to five years, but the RFP is silent on a time period of the contract. What is the initial period of the contract and the renewal periods?”**

R4. The initial period of the agreement will be 3 years with two one-year renewal options.

**Q5. “Will one consultant be selected, or will there be multiple awards?”**

R5. There will be multiple awards.

**Q6. “What is the budget for the contract? The Scope of Services section A.07. COMPENSATION FOR SERVICES states the County CIP has allocated a minimum of \$60,000 in consultant services for this activity. Is this the total contract amount over the entire period? A per year amount? An amount for one consultant or to be split amongst several consultants?”**

R6. The budget is estimated at \$300,000, five-year total aggregate for all the awarded firms.

**Q7. “Will electronic submittals of responses to the RFQ be accepted due to the current conditions surrounding COVID-19 and the Governor’s current stay-at-home order effective through April 30?”**

R7. Proposals should be submitted in the format requested in the RFQ, Section A.04, Submission of Responses. Proposals must be delivered to: Manatee County Administration Building, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205 prior to the Due Date and Time.

**Q8, “Is it your intent to hold interviews/presentations in addition to the written proposals?”**

- a. Clarification of scoring criteria versus language on page 17 which indicates interviews *may* be held.
- b. Given the current conditions surrounding COVID-19, will an alternate method be used to conduct interviews?
- c. In the event that interviews are not held, will the Section B.02 evaluation criteria be adjusted?

R8. Interview/presentations will be up to the evaluation committee once they have had an opportunity to review the proposals.

- a. If interviews/presentations/demonstrations are not conducted, the total criteria weight will be less than 100%.
- b. The proposed interview date of May 28, 2020 exceeds the current COVID-19 Stay-at-Home order. Should the order be extended past April 30, 2020, we will reevaluate.
- c. Yes.

**Q9. "Is it acceptable to demonstrate relevant project experience of team members with examples of work done while with previous firms?"**

R9. Yes.

**Q10. "On page 51 as it relates to Tab 7, the RFQ states up to five projects can be submitted to demonstrate similar completed projects and on page 47 as it relates to Tab 2, it states a minimum of five projects should be demonstrated. Is it the intent for each firm to submit exactly five projects?"**

R10. See response to Q3.

**Q11. "Page 43, section A.07 discusses compensation and indicates a minimum of \$60,000 has been budgeted in the CIP for consultant services for this activity. It also asks for rates by job classification and provides compensation formula specific to traffic impact analysis tasks. Can additional clarification be provided about rate and fee information desired?"**

R11. Traffic studies are special cases because type size and complexity of each development project. To maximize and balance dollar amount and number of traffic studies to be reviewed, the minimal cost of number of hours times hourly rate, or of number of intersections times intersection rate times correction factor, or number of links times link rate will be selected.

Minimum [Number of hours times \$HH.YYY.cc per hour, Number of intersections within the study area times \$II.YYY.cc per intersections times correction factor, Number of links times \$LL.YYY.cc per line].

**Q12. "Page 48, Tab 3 discussed forms that must be executed. Are these forms solely to be executed by the prime consultant or by subconsultants, as well?"**

R12. Solely by the prime consultant.

**Q13. "Do Sections A.03 through A.07 apply only to the "Traffic Study and Project Review" element of the scope of services, or to all elements of the scope?"**

- a. **"Please clarify if all assignments under this contract are expected to be completed six months after Notice to Proceed or if this strictly applies to traffic impact analyses."**

R13. Section A.03 is related to a traffic impact statement (TIS) or traffic impact analysis (TIA) or any traffic/transportation study related directly and specifically to a land development project. Other sections are related to any transportation planning product. The timeline and due dates for any traffic study review (TIS, TIA) has been imposed by HB7103.

**Q14. "Do Tab 7, Items 7 through 9 apply to this contract?"**

R14. Yes.

**Q15. "Does Tab 9, Item 2 apply to this contract?"**

Q15. Yes.

**Q16. "Has the County selected the members of the evaluation committee? If so, who are those individuals?"**

R16. Yes. The Evaluation Committee is not yet finalized until the first Technical Evaluation Committee Meeting.

**Q17. "Are there any page limits for Tabs 5 through 9 (with the exception of the 5-page attachment allowed for Tab 8)?"**

R17. No, but the County requests Proposer's to be respectful of the Committee's time.

**Q18. "How many firms does the County anticipate selecting for this contract? "**

R18. Between three and five firms.

**Q19. “Due to the recent events with COVID-19, would the County accept electronic proposal submissions in lieu of printed copies?”**

R19. See response to Q7

**Q20. “Attachment B, Proposal Response, Tabs 2, 6, and 8 each require us to submit 5 projects, with each requesting different required information to be included for each project. Are we allowed to submit the same 5 projects in each section? Or do these projects need to be different, for a total of 15 projects?”**

R20. See response to Q3.

**Q21. “Attachment B, Proposal Response, Tabs 2, 6, and 8 each state to include 5 projects in which the Proposer provided transportation planning and review services. Would the County also accept our staff’s personal experience to demonstrate our firm’s (proposer) qualifications?”**

R21. Yes.

**Q22. “Page 51 of the PDF, Tab 7, Item #7 states to include “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.” Can the County please provide further clarification on what is required for this submittal item? What is the County referring to when it says, “each item”?”**

R22. “Each item” refers for example to leaking of information, confidentiality, phishing and other controllable items in hands of the proposer.

**Q23. “Page 51 of the PDF, Tab 7, Item #8 states to “Include a detailed description of the Proposer’s safety plan to control the environment of the work site during on site operations.” Can the County please clarify how a work site is relevant to the type of assignments issued under this contract?”**

R23. It is intrinsically related to the R22 response. It would describe which actions will be in place “at work environment” to avoid/restrict for example leak of information, lack of confidentiality, phishing and other controllable items in hands of the proposer.

**Q24. “Page 51 of the PDF, Tab 7, Item #9 states to “Provide sample reports Proposer has previously used on projects to include the following: using the Universal Data File Structure (UTDF) and FDOT excel files for stages 1 & 2.” Can the County please provide additional details on what sample reports are required to submit?”**

R24. The UDTF is a valuable synchro tool to extract information to other formats like excel which makes easier the review/calculation of traffic data among others. The excel files for stage 1 & 2 refer to the FDOT Intersection Control Evaluation (ICE). The proposer can include any files which show how these tools have been successfully used for transportation planning activities.

**Q25. “Page 89 of the PDF, Exhibit E: Insurance and Bond Requirements, Section II, B – would a certified letter from the Insurance Agent will be an acceptable form of documentation? The certified letter will substantiate that our firm’s policies will meet all insurance requirements and coverages as requested by the County for this Solicitation and Contract.”**

R25. Yes, Form 8 covers the insurance requirement for the RFQ.

**Q26. “I have another question regarding RFQ No. 20-R073895SAM (Professional Transportation Planning and Project Review Services). For below request, what format is the County expecting consultants to submit the proposal document to meet ADA accessibility compliance? Our understanding is that a PDF document is sufficient. If not, could you please clarify what would County requires from the Consultant to meet the below request”**

R26. PDF formats can be compliant; please review RFQ, Section A.35, Accessibility for clarification.

**Q27. “Would Manatee County be willing to provide information regarding the intended selection committee members?”**

R27. See response to Q16.

Q28. “actively responding to the rapidly-changing COVID-19 situation and taking measures to keep our employees and communities safe. The firm’s offices have been closed due to safety reasons and emergency decrees. These closures affect staff currently involved in proposal preparation for our response to RFQ No. 20-R073895SAM. The current solicitation requires one (1) bound "ORIGINAL", three (3) bound "COPY", and one (1) USB drive. Considering the extenuating circumstances, we respectfully request the County instruct all proposers for RFQ No. 20-R073895SAM to submit only electronic versions of the document. Our electronic submittal could be via email to the County or the delivery of USB drives. If an email is not acceptable due to file size constraints, then the County could consider requiring 1 USB and no original copies be delivered by mail. With an electronic submittal, we would all be doing our part to maintain social distancing and keep our co-workers and communities safe.”

R28. See response to Q7.

**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.

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