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Bradenton, FL 34205
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Solicitation Addendum

Addendum No.: 1
Solicitation No.: 24-TA005109CD
Project No.:
Solicitation Title: Design Criteria Package Services for Three (3) Capital Improvement Plan Parking Garage Projects
Addendum Date: March 7, 2024
Procurement Contact: Chris Daley, CPPO, CPPB- Procurement Project Manager

RFQ No. 24-TA005109CD is amended as set forth herein. Responses to questions posed by prospective proposers are provided below. This addendum is hereby incorporated in and made a part of RFQ No.24-TA005109CD.

**Change to:
ADVERTISEMENT, DATE, TIME AND PLACE DUE:**

The Due Date and Time for submission of Proposals in response to this RFQ is **March 26, 2024 by 3:00 PM ET**. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 and time stamped by a Procurement representative by 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:
INSTRUCTIONS TO PROPOSERS, SECTION A.02, DUE DATE AND TIME, FIRST PARAGRAPH**

The Due Date and Time for submission of Proposals in response to this Request for Qualifications (RFQ) is **March 26, 2024 by 3:00 PM ET**. 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:
INSTRUCTIONS TO PROPOSERS, SECTION A.36 SOLICITATION SCHEDULE:

Scheduled Item	Scheduled Date
Non-Mandatory Solicitation Information Conference at Manatee County Admin. Building, 7 th Floor, Suite 705, 1112 Manatee Ave West, Bradenton, FL 34205	February 7, 2024 9:00 AM ET
Question and Clarification Deadline	March 1, 2024
Proposal Due Date and Time	<u>March 26, 2024, by 3:00 PM ET</u>
Technical Evaluation Meeting	<u>April 12, 2024</u>
Technical Evaluation Meeting	<u>April 15, 2024</u>
Interviews/Presentations/Demonstrations (if conducted)	<u>April 22, 2024</u>
Final Evaluation Meeting (if required)	<u>April 26, 2024</u>
Projected Award	<u>June 2024</u>

Replace:
EXHIBIT 1, SCOPE OF SERVICES

Replace Exhibit 1, Scope of Services with REVISED Exhibit 1, Scope of Services issued with this Addendum 1.

Add:
The following item is issued with this Addendum 1 for informational purposes only:

1. Attendance Record for Non-Mandatory Information Conference held on February 7, 2024.

QUESTIONS AND RESPONSES:

Q1. Will the sign in sheet for the meeting on Feb 7 be available?

R1. The sign in sheet is issued with this Addendum 1.

Q2. On page (41) of the RFQ, Section EXHIBIT 1 SCOPE OF SERVICES, A. BACKGROUND INFORMATION it states in the last sentence: “Proposer’s shall submit responses for each project as outlined in Exhibit’s 3 thru 5 of this RFQ”. During the Pre-Bid meeting on 2/7/24, it was mentioned that proposers were able to respond to whichever Exhibit they see fit, and that it was recommended to leave a statement within the submitted proposal that the proposer would not be submitting for the indicated Exhibit(s). Please advise if this is true, as the statement in the RFQ is contradictory to that.

R2. All firms submitting a response are required to submit the information contained in Exhibit 2. Firms shall submit the responses for each project as outlined in Exhibits 3 through 5. Should a firm not wish to submit on all three projects, they shall provide a statement to that effect under the tab for any project they are not submitting a response on. Please see REVISED Exhibit 1 issued with this Addendum 1.

Q3. Since the basic scope for the three DCPs are essentially the same, can the consultant submit one scope of services and then provide a narrative of differences or nuances between each site?

R3. No. Please see response to Q2 above.

Q4. What locals are considered local for purposes of the submittal?

R4. Local business is defined as a business legally authorized to engage in the sale of the goods and/or services, and that for at least six (6) full months prior to the advertisement of this RFQ it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employee at that location.

Q5. Are Firms that are selected for this project, either as the Prime Firm or a Sub-Consultant, excluded from pursuing the future Design-Build Solicitation for these three (3) new parking structures?

R5. The Prime consultant selected to provide the design criteria package (DCP), along with any of their subconsultants that prepare any of the criteria that make up the DCP (such as programming, material quality standards, schematic layouts or conceptual design criteria, and site development requirements) will be retained to serve the County through completion of the design and construction of the project. Therefore, those firms would not be eligible to render services under any comprehensive agreement executed pursuant to the DCP they prepared. Those subconsultants that may be retained to provide information about the site, such as survey or geotechnical, would not be prohibited from rendering services under any comprehensive agreement executed pursuant to any of the DCP packages, as those services are only providing information about the site.

Q6. If our firm pursues and is selected for QUAL-24-TA005109CD-0-2024/CD, will we be precluded from submitting on the design?

R6. See response to Q5 above.

Q7. Please provide content/instructions for Tab 1?

R7. There is no Tab 1.

Q8. RFQ document specifies design services. Please confirm that overall design intent means to provide conceptual design to be used only for the Design Criteria Package preparation.

R8. See REVISED Exhibit 1 issued with this Addendum 1.

Q9. Please clarify which permits are required as part of the Design Criteria Package services? Identify permits?

R9. No permits are required. The DCP will need to identify the permits required along with the permitting agencies or Agencies having jurisdictional authority.

Q10. Will bid, payment and performance bond be required for DCP services?

R10. No.

Q11. Will DCP services include developing design standards and BIM standards?

R11. BIM will be required for the design team awarded the project. The DCP will not require BIM standards.

Q12. Is a Risk Management and Safety Plan required?

R12. The program will note this as a requirement of the design team and shall be listed in the programming of the DCP.

If this question is referring item number 6 for the response to the Approach for reach project, Proposer's should submit plans that address the question.

Q13. Confirm the expectation for % completion, or level of phase expectation (SD, DD), for the Design Criteria Package.

R13. See REVISED Exhibit 1 issued with tis Addendum 1.

Q14. Is a professional fee required for this submission?

R14. No.

Q15. Under the Approach section, and related to pre-scheduled meetings, please clarify the expectation of number of in person meetings.

R15. Biweekly Teams meetings and up to 5 in person meetings as needed.

Q16. Please confirm what site studies, subsurface or other, that have been completed, that may be shared with the proposers.

R16. None.

Q17. Please confirm the timeline expectation from NTP to completion of the package.

R17. 6 to 10 months.

Q18. As LEED Certification is no longer available for stand-alone parking structures, please confirm the expectations of meeting “Silver” at a minimum? Parksmart is the certification process for parking structures through the Green Building Council. Please clarify.

R18. We are not seeking LEED certification – just documentation that the design has been to LEED silver standards. The beach and the CAVB have retail on the ground floor and Premier has the potential so design to LEED silver applies.

Q19. Confirm site related services necessary, for the package such as: Site survey and civil- what % complete is expected, and is land development submission required for this scope of service? There was reference to soil testing in the RFP. Is the County requiring a full geotechnical report? What environmental studies have been completed and what is required as part of this package? What traffic studies have been completed and what is required as part of this package? Approvals/Permits- Please clarify what approvals and/or permits are required.

R19. Survey- The DCP shall include a site survey (the County has a recent survey for the Premier Campus location) along with site development requirements.

Soil Testing/ Geotechnical- Limited soil testing and geotechnical services will be needed to accompany the DCP to provide information about the site to potential P3’s.

Environmental Studies- No studies have been performed, and the program will note this as a requirement of the design team and shall be listed in the DCP.

Traffic Studies- No studies have been performed, and the program will note this as a requirement of the design team and shall be listed in the DCP.

Approval/ Permits- None are required. The program will note this as a requirement of the design team and shall be listed in the DCP See response to Q9.

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

EXHIBIT 1- REVISED SCOPE OF SERVICES

A. BACKGROUND INFORMATION

Manatee County, a political subdivision of the State of Florida (hereinafter in this Scope referred to as County), is seeking proposals from qualified firms for the provision of a Design Criteria Package (DCP) for the following Capital Improvement Plan Property Management projects that are included under the terms of this Request for Qualifications (RFQ):

Due to growth and progressively decreasing vacant horizontal space in Manatee County, a need has been identified for the following three areas:

1. Convention and Visitors Bureau Multi-Level Parking Structure in Palmetto, Florida
2. Manatee Beach Multi-Level Parking Structure on Anna Maria Island, Florida
3. Premier Campus Multi-Level Parking Structure in Lakewood Ranch, Florida

A contract to develop a Design Criteria Package will be awarded separately for each project listed above, however, qualified firms may be awarded more than one contract if they are able to demonstrate the ability and desire to perform the services for multiple projects concurrently.

Proposer's shall submit responses for each project as outlined in Exhibit's 3 thru 5 of this RFQ. Should a firm not wish to submit on all three projects, they shall provide a statement to that effect under the tab for any project they are not submitting a response on.

B. PROJECT DESCRIPTION

The primary objective of this solicitation is to retain a Design Criteria Professional for each of the three unique projects to provide a DCP that will provide sufficient information to permit the County to enter into a subsequent Public Private Partnership (P3) for a comprehensive agreement for each project, in accordance with Florida Statute 255.065.

Pursuant to Florida Statute 255.065(3)(c), the licensed design professional who prepares the DCP shall be retained to serve the County through completion of the design and construction of the project. Therefore, the Design Criteria Professional selected for each project will not be eligible to render services under any comprehensive agreement executed pursuant to the DCP.

1. Convention and Visitors Bureau Multi- Level Parking Structure

The existing CAVB located along US 41 in Palmetto, is currently undergoing renovations to include a hotel and expanded hospitality area. A need has been identified to develop a multi-level parking structure with elevators, a walkable connection from the proposed structure to the convention center and hotel, retail on the ground level and the opportunity

for branding visibility options along US 41. It is estimated the structure will provide for 300+/- parking spaces.

2. Manatee Beach Parking Multi-Level Parking Structure

The multi-level parking structure to be designed at Manatee Beach, located at the end of Manatee Avenue, would serve as a gateway entrance to the beach with a pedestrian drop-off and be designed to improve traffic approach and departure from the beach.

The structure would be designed to include restrooms, showers, changing areas, and possible green space in the upper level. Light retail and concessions will also be considered as part of the design. It is estimated the structure will provide for 600 +/- parking spaces.

3. Premier Campus Multi-Level Parking Structure

In October of 2023, Manatee County completed the new Lakewood Ranch Library on an existing 110 acre+/- parcel on Rangeland Parkway in Lakewood Ranch Florida. The library is the first of several ongoing projects to be constructed on this site. Due to the multiple planned facilities, the County has identified a need to provide a multi-level parking structure with elevators and approximately 500 parking spaces on the Premier Campus Site which could potentially connect to the existing library if the recommended adjacency is selected.

C. SCOPE

Consultant shall provide all labor, materials, equipment, supplies and travel to develop in conjunction with the County's representative, a DCP for the new construction of three multi-level parking structures noted in Section B: Project Description above. The DCP shall specify reasonably specific criteria for the project such as the legal description of the site, with survey information; interior space requirements; material quality standards; schematic layouts and conceptual design criteria for the project; cost or budget estimates; design and construction schedules; and site development and utility requirements.

Professional services for the DCP include, but is not limited to, site survey and soil testing as required; necessary permits; civil and service utilities site requirements; conceptual or schematic design of the building substructure, superstructure, shell (exterior enclosure) and interior.

Consultant shall also provide a revenue projection study for each facility that would be included in the solicitation for the P3.

Mechanical, plumbing, electrical and security systems, lightning protection, and redundant infrastructure systems include uninterruptible power supply, potable water, and wastewater system.

Each facility shall meet the Department of Justice ADA Standards for Accessible Design and the latest edition of the Florida Building Code and utilize the Property Management Building & Design Catalogue.

The design for each facility must be unique, functional and aesthetically pleasing and shall be designed to meet the minimum standards established for "Silver" LEED certification, however the County shall not pursue such certification. LEED Silver efforts shall be documented for County use.

The Consultant shall monitor the P3 design team's performance to ensure compliance with the DCP during design and construction.

D. DELIVERABLES

The Consultant shall provide the following deliverables to the County, unless otherwise noted:

1. Project management, coordination, field review, data collection
 - a. Coordinate the project with County Staff during the design of the project as necessary.
 - b. Provide monthly progress reports for the duration of the project due with each monthly pay application.
 - c. Conduct bi-weekly project meetings during the DCP development and provide meeting minutes to the County within three business days.
 - d. Perform survey of the project site within the project limits.
 - e. Conduct a field review of the project to take photos, note field conditions, and verify survey information within the project limits.
 - f. Obtain any existing site survey, existing geotechnical report and any existing as-builts to incorporate County and franchise utilities information to update the project documents. If available, the County will provide them.
 - g. PowerPoint presentation
 - h. Provide a Design Criteria Package that meets Florida Statute 255.065(3)(c).
 - i. All submitted materials via flash drive with the appropriate transmittal documentation.
2. Design and Permitting
 - i. Work with the P3's design team and County Representative to ensure compliance with the DCP.
 - ii. LEED documentation letter/report.
 - j. Bid and Construction Phase Services
 - a. Bid Phase
 - i. Work with the P3's design team and County Representative to ensure compliance with the DCP.
 - b. Construction Phase

- i. Work with the P3's construction team and County Representative to ensure compliance with the DCP.
- ii. LEED documentation letter/report.
- iii. Photo documentation

E. GENERAL DUTIES OF THE CONSULTANT

The relationship of the Consultant to the County will be that of a professional consultant, and the Consultant will provide the professional and technical services required under the resulting Agreement in accordance with professional practices and ethical standards. No employer/employee relationships shall be deemed to be established and the Consultant, its agents, subcontractors, and employees shall be independent contractors at all times.

It shall be the responsibility of the Consultant to work with the County and apprise it of solutions to problems and the approach or technique to be used towards accomplishment of the County objectives as set forth in the RFQ, which will be made a part of the Agreement upon execution by both parties.

The Consultant shall be responsible for the professional quality, technical accuracy, timely completion, compliance with laws, regulations and rules, and the coordination with all appropriate agencies of all designs, drawings, specifications, reports and other Professional Services provided by the Consultant. If the County, in its sole discretion, determines there are errors, omissions or other deficiencies in the Consultant's designs, drawings, specifications, reports and other services, the Consultant shall, without additional compensation, correct or revise said errors or omissions to the satisfaction of the County.

F. ESTIMATED PROJECT COMPLETION DATE

Time is of the essence on these projects and so the proposer shall submit an aggressive detailed schedule along with a narrative describing key aspects, critical issues, schedule milestones and expected construction duration for each project. Necessary tasks that are not under the direct responsibility of the proposer shall be included in the schedule, such as land acquisition / eminent domain. For purposes of this RFQ, anticipate 6-12 months completion depending on complexity.

The proposer shall include initiatives to be taken to streamline the project delivery toward the development and completion of a design criteria package peculiar to each individual project.

END OF EXHIBIT 1

ATTENDANCE RECORD for RFQ 24-TA005109CD – DESIGN CRITERIA PACKAGE SERVICES FOR THREE (3) CAPITAL IMPROVEMENT PLAN PARKING GARAGE PROJECTS
NON-MANDATORY INFORMATION CONFERENCE

Location: Manatee County Administration Bldg.
 1112 Manatee Avenue West, Suite 705, Bradenton, FL

Date/Time: February 7, 2024 @ 9:00AM

Attendee Name	Company	Phone and Email Address
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