



Financial Management Department
Purchasing Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205
Phone: (941) 749-3014
www.mymanatee.org

August 2, 2016

REQUEST FOR PROPOSAL #16-2409GD: Consultant Services for Federally Funded Projects

ADDENDUM No 1

The following Addendum is issued to add to, modify, and/or clarify the Request for Proposals (RFP) documents. The items contained within this Addendum shall have the same force and effect as the original RFP documents. Proposers shall acknowledge receipt of this and any other addenda issued pursuant to this Request for Proposal in their proposal.

If you have submitted a proposal prior to receiving this Addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals will be opened on the date stated, in conformance with the additions listed herein.

Clarification Requests as submitted by Proposers

Item #1

Question: On page 27 (Item C.03.7) and on page 29 (Item 2 under the Evaluation criteria) there is a reference to "Parks and Transportation". This item is mentioned but no detail is included on what specifically you are looking for related to Parks and Transportation. Can you clarify what type of work might be expected from the selected consultant pertaining to Parks and Transportation?

Answer: Parks could include ball fields, lighting, pavilions, splash parks, restrooms, parking lots, tennis courts, etc. Transportation could include curbing, new road construction, utility work, sidewalks, street lighting, drainage, etc.

Item #2

Question: We do not plan to enter into a joint venture or use any sub-consultants. Are these section not applicable?

Answer: If your company will not be entering into a joint venture or use any sub-consultants respond accordingly stating as such.

Item #3

Question: Are you asking for our financial statements or just future access to them?

Answer: As stated in RFP Section C.03.14 the Proposer shall provide authorization for Manatee County auditor and/or financial analyst to have access to financial records.

Item #4

Question:

Does our firm already have a Bidder's Insurance Statement already on file? If so, do we need to include this in our submittal?

Answer: Include with submittal per RFP Section F.

Item #5

Question: Section B.02.1 of the Scope of Services indicates that the Consultant will assist the County with preparation of Environmental Assessments. Will the Consultant's scope of services also include assisting the County with lower-level environmental reviews: Exempt, CENST, and CEST?

Answer: No. The County selects projects to fund based upon the degree of difficulty of the Environmental Assessments. We would not need the consultant to assist with lower-level Environmental Assessments as staff has the capacity to do them.

Item #6

Question: Section C.03.7 asks the proposer to list past experiences that "indicate proficiency in similar work, specifically CDBG experience, as well as Parks and Transportation." However, the Scope of Services in Section B does not mention services related to parks or transportation. Was "as well as Parks and Transportation" meant to be included in Section C.03.7?

Answer: Section C.03.7 is hereby modified to delete "Parks and Transportation" and replace with "HUD Assessments/Plans/Reports". This rating category was also modified per Item #9 clarification below.

Item #7

Question: Where in our response should we put the Bidders Insurance Statement (p. 39)? Should we include it as an "Attachment E" under the C.02 tab?

Answer: Complete Section F form and provide it tabbed as Section F of the response.

Item #8

Question: Will the Consultant's Scope of Services include helping the County ensure that it is in compliance with Section 3 and other cross-cutting federal requirements?

Answer: The consultant will not be responsible for assisting with Section 3.

Item #9

Question: In the scoring rubric on p. 29, Parks and Transportation Experience is listed as the second-highest scoring item (20 out of 100 points). However, the Scope of Services in Section B does not mention services related to parks or transportation. More broadly, HUD's Community Planning & Development planning and compliance documents, including Consolidated Plans, Assessments of Fair Housing, CAPERs, Action Plans, and Environmental Assessments, do not require expertise in the development of parks and transportation systems.

Answer: Section D page 29 has been updated to delete Parks and Transportation Experience and replace it with HUD Assessments/Plans/Reports. Proposers should review the Evaluation Points as well as they have been adjusted as per below.

<u>Evaluation</u>	<u>Maximum Raw Points</u>
1. Professional Qualifications	25
2. HUD Assessments/Plans/Reports	20
3. References from Previous Clients	15
4. Current/Projected Workload	10
5. Key Personnel	10
6. CDBG Previous Experience	10
7. Ability to meet deadlines/budgets	5
8. Certified MBE or Section 3 Status	5
<u>Maximum Total Raw Points</u>	<u>100</u>

Item #10

Question: A nonprofit cannot technically obtain MBE or WMBE status because it is not "owned". Our request is that if a nonprofit can show that it meets the spirit and intent of the MBE or WMBE status in every way other than "ownership" it would receive the same points as a MBE or WMBE. In this way, a Florida nonprofit corporation would not be penalized for being a nonprofit.

Answer: No, this is a specific HUD requirement.

Item #11

Question: Attachment C, the Drug Free Workplace Certification, requires the Social Security Number of the individual signing this sworn statement. Because proposals will become public record once submitted, we request that the Social Security Number be redacted from Attachment C so that the Social Security Number is not provided to the public.

Answer: Proposer only needs to provide Social Security Number if there is No Federal Employer Identification Number (FEIN). If Proposer does not have a FEIN then per Section A Article 22 the Proposer shall identify as part of the RFP response items to be covered and rationale for non-disclosure.

All other terms and conditions of Request for Proposal 16-2409GD remain unchanged.

No additional questions will be considered after the issuance of this Addendum.

Proposals are to be submitted by **August 10, 2016 at 3:00 P.M.** in the Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Sincerely,

A handwritten signature in black ink that reads "Greg Davis". The signature is written in a cursive style with a large, stylized "G" and "D".

Greg Davis
Contracts Negotiator
MANATEE COUNTY GOVERNMENT

DWW