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Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)

## Solicitation Addendum

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Addendum No.: 1  
Solicitation No.: 25-TA05878SAM  
Project No.: Project No. 6117860  
Solicitation Title: Professional Engineering Design Services for 15<sup>th</sup> ST E / 301 BLVD E from S of 63<sup>rd</sup> AVE S to S of 51<sup>st</sup> AVE DR E Intersection  
Addendum Date: May 21, 2025  
Procurement Contact: Sherri Meier

**RFQ 25-TA005878SAM 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 25-TA005878SAM.**

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ was May 14, 2025.**

### QUESTIONS AND RESPONSES:

**Q1. Asking if there is a construction cost estimate or budget associated with the 15th St E / 301 Blvd E From S of 63rd Ave S to S of 51st Ave Drive E Intersection Project.**

R1. The estimated construction budget is \$3,192,500.00

**Q2. May we use 11 x 17 pages and plan sheets within our proposal?**

R2. Yes.

**Q3. In Exhibit 2, Proposal Response, Tab 8 number 10: It says to provide a list of professional engineering design projects that have been awarded to the Proposer by Manatee County in the past two years since April 1, 2023. Can we include projects awarded to subcontractors in our proposed team or can we only list projects of the Prime Proposer?**

R3. List only projects awarded to the firm (Prime).

**Q4. I attended your pre-bid meeting with my colleague yesterday and wondered if you would consider sharing a copy of your PowerPoint presentation.**

R4. See the attached PowerPoint presentation.

**Q5. Would it be possible to post the information conference sign-in sheet?**

R5. See the attached sign-in sheet.

**Q6. Does the County have any DBE/MBE/SBE requirement for this proposal.**

R6. Per FDOT, FDOT currently has a race neutral program goal of 10.54%. DBE participation is not required for the contract award. The County does not require compliance with DBE, SBE or MBE programs.

**Q7. Does the design schedule of 12 months include right-of-way acquisition?**

R7. No, it does not.

**Q8. Please confirm if there is an overall page count.**

R8. Page limits apply to Tab's 6, 7, 8 & 9. However, overly elaborate responses are not requested or desired.

**Q9. Please confirm if the projects for Tab 6 should be different than the references shown in Tab 9.**

R9. Tab 6, Item 7 are professional engineering design services for intersection improvement references that will receive a SurveyMonkey® request; Tab 9 is for similar completed projects.

**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. 25-TA005878SAM  
PROFESSIONAL ENGINEERING DESIGN  
SERVICES FOR 15<sup>TH</sup> ST E / 301 BLVD E FROM S  
OF 63<sup>RD</sup> AVE S TO S OF 51<sup>ST</sup> AVE DR E  
INTERSECTION  
Due Date & Time: JUNE 13, 2025  
@ 2:00 PM**

**NO QUESTIONS ARE OFFICIAL  
UNLESS SUBMITTED IN WRITING**



# Agenda

- Introductions
- Lobbying Limitation
- Notifications
- Solicitation Schedule
- Proposal Response
- Evaluation Criteria
- Due Diligence Review
- Minimum Qualifications
- Background / Description
- Scope of Services
  - Service Requirements
  - Estimated Project Completion
- Deliverables
- 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](mailto:sherri.adamsmeier@mymanatee.org) or [purchasing@mymanatee.org](mailto: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](http://www.mymanatee.org)
  - DemandStar <https://www.demandstar.com>
  - Request via email [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)
  - Hard copies are available at County Administration Bldg., 7<sup>th</sup> fl.
- These are the only authorized methods
- Proposer must verify the validity of RFQ documents and solicitation information received from any other source.



# Solicitation Schedule

<b>ACTIVITY</b>	<b>DATE</b>
Non-mandatory Info Conference	April 30, 2025 @ 9:30 AM ET
Deadline for Asking Questions	May 14, 2025
Proposal Due Date & Time	June 13, 2025 @ 2:00 PM ET
Technical Evaluations	July 10, 2025 @ 9:00 AM ET
Interviews, If conducted	July 22, 2025 @ 9:30 AM ET
Final Evaluations	July 25, 2025 @ 9:00 AM ET
Anticipated Project Award	October 2025

The purpose of this Solicitation Schedule is to provide a projected timeline of solicitation events. The County reserves the right to modify or change any of the projected dates and times.



# Exhibit 2, 2.01 Information to be Submitted

- The contents of each Response will be organized and arranged with tabs in the same order as listed below and with the same TAB name & 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. NOTE: Tabs 6, 7, 8 & 9 are limited to 30 Single-Sided pages.
- 11" X 17" pages are considered one page; however, we do not want a proposal that contains all 11" X 17" pages.



# Proposal Response

- Tab 1 Introduction
- Tab 2 Minimum Qualification Requirements
- Tab 3 Forms
- Tab 4 Trade Secrets
- Tab 5 Proposers Statement of Organization
- Tab 6 Proposer and Team's Experience
- Tab 7 Approach to Engineering Services
- 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.



# Evaluation Criteria

<b>Criteria</b>	<b>Maximum Points</b>
Proposer & Team's Experience	25
Approach to Engineering Design	30
Organizational Structure and Capacity	25
Similar Completed Projects	20



# Due Diligence Review

- 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.
- Must possess current, valid licenses and certifications required under Florida Statute Section 471.023 (Engineering) AND
- Be prequalified by the FDOT in Major Work Types: 3, 7, 8, 9, 11 & 12
- Proposer must have been in business providing engineering in transportation engineering for a minimum of five (5) years since 4/1/2025.
- Proposer is not on the Scrutinized list of Prohibited Companies lists.
- If you are filing as a joint venture, provide the companies approved filing with the DBPR.
- Must have no reported conflicts of interest in relation to this RFQ.
- Complete Forms 1 through 14 included in RFQ.
- Proposer provides a Response that conforms to the material aspects of Exhibit 2.



# FDOT Local Area Program / Forms

- The Local Agency Program or “LAP” provides sub-recipient towns, cities and counties funds to develop, design, and construct transportation facilities with federal funds.
  - Funds for local agencies to perform transportation projects
  - Funds available for use on local roads that are not part of the State Highway system
  - Local Agencies retain control of day-to-day project management
- <http://www.fdot.gov/programmanagement/LAP/Default.shtm>
- SECTION D, FORMS (To be completed and returned with Proposal)

Form #	Description	Form #	Description
1	Acknowledge Addenda	8	Insurance Statement
2	Proposal Signature Form	9	Indemnity & Hold Harmless
3	Public Contract. & Environ.	10	Anti-Human Trafficking
4	Conflict of Interest (375-030-50)	11	Disc. Lobbying (375-030-33)
5	Non-Collusion	12	Disc. Lobbing (375-030-34)
6	Truth-in Negotiation (375-030-33)	13	Debarment, Susp. (375-030-32)
7	Scrutinized Company	14	Special Provisions – Federal Grants



# Background & Description

- Manatee County, is seeking proposals from qualified firms to provide Professional Engineering Services and other professional services for “15th St E. /301 Blvd from 63<sup>rd</sup> Ave to 51st Ave. Project includes, but not limited to, a Roundabout at 57th Ave E , Bradenton, Florida (CIP #: 6117860). This project shall be designed to FDOT standards in preparation to construct the project with a LAP agreement.
- Design & permit a widened roadway that fits with in the existing right of way minimizing land acquisition with bike lanes, 8-to-10-foot sidewalks on either side of the roadway and a roundabout at the intersection of 15th Street East and 57th Avenue East including pedestrian access, curb, medians, signage and striping, street lighting, utility relocations, and drainage.
- Proposer shall carefully review and understand the LAP's main focus of services for the 15th St. E. / 301 Blvd. E. from S. of 63rd Ave. S. to S. of 51st. Ave. Dr. E. portion as described in Local Area Program Agreement, Exhibit A, Project Description and Responsibilities (pages 96 through 109 of this RFQ).



# Scope of Services

- The successful Proposer shall furnish all equipment, labor, materials, supplies, licensing, transportation and other components necessary to perform Professional Engineering Services and other professional services for the Project to include, but not limited to, the following disciplines and sub-disciplines:
  - Transportation Engineering (Including Drainage)
  - Traffic Engineering
  - Intelligent Transportation Systems ITS
  - Lighting Design and Engineering
  - Structures
  - Stormwater Management and Floodplain Engineering
  - Utilities Coordination & Engineering
  - Geotechnical Engineering and Materials Testing
  - Land Surveying, Mapping and Subsurface Utility Engineering (SUE)
  - Environmental and Ecological Services
  - Land Acquisition Services
  - Signing and Pavement Marking Design and Engineering
- It is assumed that this roundabout may be constructed separately than the rest of the project.



# Estimated Project Completion

- The estimated project completion time for the 100% design submittal for this RFQ is 12 months from the project design kick-off meeting.
- The County has estimated the project design cost at approximately \$638,000.00.



# 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.



# 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](mailto:sherri.adamsmeier@mymanatee.org) or  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org), Attn: Sherri Meier

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



Procurement Division  
 Non-Mandatory Information Conference Sign-in Sheet  
 RFQ 25-TA005878SAM  
 Professional Engineering Design Services for 15th ST E / 301 BLVD E Intersection  
 April 30, 2025 @ 9:30 AM ET  
 Manatee County Administration Building  
 1112 Manatee Avenue West, Suite 705, Bradenton, FL 34205

Printed Name	Organization/Agency	Email Address
Sherrri Adams-Meier <i>Sam</i>	MCG Procurement	<a href="mailto:sherrri.adamsmeier@mymanatee.org">sherrri.adamsmeier@mymanatee.org</a>
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