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Solicitation Addendum

Addendum No.: 1
Solicitation No.: 25-TA006104SB
Solicitation Title: CDBG-DR General Grant Support Services & Construction Management Assistance
Addendum Date: August 15, 2025
Procurement Contact: Stacia Branco

Request for Proposal (RFP) No. 25-TA006104SB 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 RFP No. 25-TA006104SB.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was August 6, 2025.

CHANGE TO:

DATE, TIME, AND PLACE DUE

The Due Date and Time for submission of Proposals in response to this RFP is ~~August 27, 2025 at 2:00 P.M. ET~~ **September 4, 2025 at 2:00 P.M. ET**. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Avenue West, 7th Floor, Suite 705, Bradenton, FL 34205 prior to the Due Date and Time.

CHANGE TO:

SECTION A, INSTRUCTIONS TO PROPOSERS

A.02 PROPOSAL DUE DATE

The Due Date and Time for submission of Proposals in response to this Request for Proposals (RFP) is ~~August 27, 2025 at 2:00 P.M. ET~~ **September 4, 2025 at 2:00 P.M. ET**. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., 7th Floor, Suite 705, Bradenton, FL 34205 and be time stamped by a Procurement representative prior to the Due Date and Time. Proposals will be opened immediately following the Due Date and Time at the Manatee County Administration

Building, 7th Floor, Suite 705. Proposal(s) received after the Due Date and Time will not be considered. It will be the sole responsibility of the Proposer to deliver its proposal to the Manatee County Procurement Division for receipt on or before the Due Date and Time. If a proposal is sent by U.S. Mail, courier or other delivery services, the Proposer will be responsible for its timely delivery to the Procurement Division. Proposals delayed in delivery will not be considered, will not be opened at the public opening, and arrangements will be made for their return at the Proposer's request and expense.

CHANGE TO:

A.36 PROJECTED SOLICITATION SCHEDULE

Scheduled Item	Scheduled Date
Question and Clarification Deadline	August 6, 2025 by 3:00 P.M., ET
Proposal Due Date and Time	August 27, 2025 at 2:00 P.M., ET <u>September 4, 2025 at 2:00 P.M. ET</u>
Technical Evaluation Meeting	TBD
Technical Evaluation Meeting	TBD
Interviews/Demonstrations/Presentations, if conducted	TBD
Final Technical Evaluations	TBD
Projected Award	October 2025

ADD:

EXHIBIT 2, PROPOSAL RESPONSE REQUIREMENTS FOR CDBG-DR GENERAL GRANT SUPPORT SERVICES (TASK 1)

2.01 INFORMATION TO BE SUBMITTED

The contents of each Proposal will be organized and arranged with tabs in the same order as listed below and with the same TAB numbers. The Proposal should contain sufficient detail to permit the County to conduct a meaningful evaluation. However, overly elaborate proposals are not requested or desired. In addition, although weight has not been assigned to tabs 1, 3, 4, or 5, incomplete information within these tabs will disqualify a proposal from being evaluated. All proposals must meet the general requirements (tab 2) to move to evaluation.

Proposers must submit separate proposals for Task 1 and Task 2, as outlined in Exhibit 1, Scope of Services. If a proposer intends to submit for both Tasks, two (2) separate proposals are required.

ADD:

EXHIBIT 3, PROPOSAL RESPONSE REQUIREMENTS FOR CDBG-DR CONSTRUCTION MANAGEMENT ASSISTANCE (TASK2)

2.01 INFORMATION TO BE SUBMITTED

The contents of each Proposal will be organized and arranged with tabs in the same order as listed below and with the same TAB numbers. The Proposal should contain sufficient detail to permit the County to conduct a meaningful evaluation. However, overly elaborate proposals are not requested or desired. In addition, although weight has not been assigned to tabs 1, 3, 4, or 5, incomplete information within these tabs will disqualify a proposal from being evaluated. All proposals must meet the general requirements (tab 2) to move to evaluation.

Proposers must submit separate proposals for Task 1 and Task 2, as outlined in Exhibit 1, Scope of Services. If a proposer intends to submit for both Tasks, two (2) separate proposals are required.

DELETE:

EXHIBIT 2, PROPOSAL RESPONSE REQUIREMENTS FOR CDBG-DR GENERAL GRANT SUPPORT SERVICES (TASK 1)

2.02 PROPOSAL FORMAT

F. TAB 5 – PROPOSER STATEMENT OF ORGANIZATION

- ~~13. Detail Proposer's accessibility under Section 508 of the Rehabilitation Act strategies and processes as follows:~~
 - ~~a. Detail Proposer's strategies and approach to meeting the ADA accessibility compliance standards of Section 508 and/or WCAG 2.0 AA for all documents to be submitted under the Agreement.~~
 - ~~b. Briefly describe Proposer's ADA accessibility conformance testing process.~~

DELETE:

EXHIBIT 3, PROPOSAL RESPONSE REQUIREMENTS FOR CDBG-DR CONSTRUCTION MANAGEMENT ASSISTANCE (TASK2)

2.02 PROPOSAL FORMAT

F. TAB 5 – PROPOSER STATEMENT OF ORGANIZATION

- ~~13. Detail Proposer's accessibility under Section 508 of the Rehabilitation Act strategies and processes as follows:~~

- ~~a. Detail Proposer's strategies and approach to meeting the ADA accessibility compliance standards of Section 508 and/or WCAG 2.0 AA for all documents to be submitted under the Agreement.~~
- ~~b. Briefly describe Proposer's ADA accessibility conformance testing process.~~

QUESTIONS AND RESPONSES:

Q1. Due to the complexity of the RFP and the potentially significant impact of Question & Answer on proposal preparation time, will the County issue answers as the questions are received?

R1. Refer to A.07 Addenda.

Q2. Exhibits 2 and 3 both specify Tabs 1 through 9. Please confirm the County is requesting two separate proposals if a proposer desires to submit for both tasks?

R2. Refer to the ADD section above.

Q3. Does the County prefer a single contractor?

R3. This is at the discretion of the Evaluation Committee.

Q4. Will a single contractor capable of both scopes be rated more favorably by the County due to inherent cost, coordination, compliance, and other single-vendor benefits to the County?

R4. This is at the discretion of the Evaluation Committee.

Q5. Please detail the services (management and/or implementation) the County is requesting for each program (e.g., Homeowner-Managed, Rental Recovery, Buyouts & Safe Housing, Infrastructure Recovery & Resiliency, and Infrastructure Match)?

R5. Refer to Exhibit 1, Scope of Services.

Q6. In order to receive consistent, comparable pricing from all bidders, please indicate which of the following services will the vendor provide as Part of Task 1 for the Housing and Buyout Programs:

- 1. Program Outreach and Marketing**
- 2. Development of policies and procedures**
- 3. Procurement of Engineers/Construction Contractors**
- 4. Intake**
- 5. Eligibility**
- 6. Development of Construction Standards and Specifications**
- 7. Invoice and draw reviews**
- 8. Case management**
- 9. Duplication of Benefits Analysis**
- 10. Monitoring Expenditures and Program & Project Budgets**
- 11. Cost Reasonableness Analysis**
- 12. DRGR set-up, data collection, data input**
- 13. Section 3 compliance (including all the multi-family construction contractors)**
- 14. Closeout**

15. Assist in NOFA development for the rental recovery program including the review of submitted proposals and applications, and provide scoring/ranking recommendations to BCC for compliance
 16. Fair Housing
 17. Anti-Fraud Waste and Abuse
 18. Other needed tasks to implement the programs?
- R6. This is at the discretion of the Proposer.
- Q7. In order to receive consistent, comparable pricing from all bidders, please indicate which of the following services will the vendor provide as Part of Task 2 for the Housing and Buyout Programs:**
1. Procurement of Engineers/Construction Contractors
 2. Duplication of Benefits Analysis
 3. Monitoring Expenditures and Program & Project Budgets
 4. Cost Reasonableness Analysis
 5. Reconciliation of Program Scope of Work to Homeowner's Contractor's Scope of Work
 6. DRGR set-up, data collection, and data input
 7. Section 3 compliance (including all the multi-family construction contractors)
 8. Construction progress inspection services
 9. Invoice and draw reviews
 10. Other needed tasks to implement the programs?
- R7. This is at the discretion of the Proposer.
- Q8. In order to receive consistent, comparable pricing from all bidders, please indicate which of the following services will the vendor provide in Task 1 for the Infrastructure Programs:**
1. Development of policies and procedures
 2. Duplication of Benefits Analysis
 3. Procurement of Engineers/Construction Contractors
 4. Invoice and draw reviews
 5. Assist in NOFA development, review of submitted proposals and applications, and provide scoring/ranking recommendations to BCC for compliance
 6. Review all engineering procurements, including determining wage decision
 7. Assist with developing the Memorandums of Understanding or contracts with subrecipient municipalities for the Infrastructure program
 8. Monitoring Expenditures and Program & Project Budgets
 9. Cost Reasonableness Analysis
 10. DRGR set-up, data collection, data input
 11. Section 3 compliance

12. **Fair Housing**
 13. **Anti-Fraud Waste and Abuse**
 14. **Other needed tasks to operate the programs**
- R8. This is at the discretion of the Proposer.
- Q9. In order to receive consistent, comparable pricing from all bidders, please indicate which of the following services will the vendor provide in Task 2 for the Infrastructure Programs:**
1. **Monitoring Expenditures and Program & Project Budgets,**
 2. **DRGR set-up, data collection, data input**
 3. **Section 3 compliance**
 4. **Construction progress inspection services**
 5. **Invoice and draw reviews**
 6. **Other needed tasks to implement the programs?**
- R9. This is at the discretion of the Proposer.
- Q10. Has the County selected a system of record? If no, does the County want the selected vendor to provide the System of Record?**
- R10. This is in progress.
- Q11. If the County wants the vendor to provide the system of record, will the County provide the requirements?**
- R11. Refer to R10.
- Q12. Will the County adopt the FEMA environmental review for the selected match program projects?**
- R12. Refer to the HUD CDBG-DR Universal Notice.
- Q13. Can the County provide the number of Environmental Review Records (ERR) required for the infrastructure program?**
- R13. It is undetermined at this time.
- Q14. Will the County provide a Fee Proposal template to ensure consistent data and presentation among all bidders?**
- R14. Refer to Exhibit 2 and Exhibit 3, Proposal Response - J. Tab 9 – Fee Proposal.
- Q15. In order to obtain comparable pricing can the County provide a list of Labor Category Rates needed for Staff Augmentation Services?**
- R15. Refer to R14.
- Q16. Will the County allow fees to be presented in unit pricing for all program components that are billed on a milestone or completion basis (e.g., damage assessments, progress inspections, DOB analysis, etc.)?**
- R16. Refer to Exhibit 2 and Exhibit 3, Proposal Response Requirements - J. Tab 9 – Fee Proposal.

Q17. To ensure comparable pricing among proposers, will the County please provide an anticipated (or assumed) number of units for the following:

- 1. # of homes rehabbed/reconstructed**
- 2. # of rental homes rehabbed/constructed**
- 3. # of buyouts**
- 4. # of County infrastructure projects**
- 5. # of Municipal infrastructure projects**
- 6. # of infrastructure subrecipients to be monitored**

The number of units to be completed impacts the level of effort and resulting pricing.

R17. This is undetermined at this time.

Q18. To ensure comparable pricing among proposers, will the County please provide an average value for County infrastructure projects and Municipal Infrastructure projects.

R18. Refer to R.17.

Q19. Will the County clarify if they are requiring only one full-time staff member to perform Grant Compliance and Monitoring Support, where the level of effort needed to provide the requested services may require multiple staff members?

R19. Refer to Exhibit 2, Proposal Response Requirements for CDBR-DR General Grant Support Serves (TASK 1).

Q20. Will the County clarify if they are requiring only one full-time staff member to perform these tasks, where the level of effort needed to provide the requested services may require multiple staff members?

R20. Refer to Exhibit 3, Proposer Response Requirements for CDBG-DR Construction Management Assistance (TASK2)

Q21. Does the County intend to require such bonding?

R21. No.

Q22. Does the County want actual Tabs (that extend beyond the printed page) or are Divider Pages between sections acceptable?

R22. Refer to Exhibit 2, Proposal Response and Exhibit 3, Proposal Response.

Q23. The RFP does not cite Homeowner-Managed Housing services as described in the Action Plan. Is the County intending to require homeowners to manage their own home recovery projects?

R23. No.

Q24. Will the County also be procuring contractors for homeowners who are unable or unwilling to manage their own construction project?

R24. Refer to R23.

Q25. Has the County already completed and published the Tier I for these funds? If Yes, can the County please provide access or a link to that document?

R25. No.

Q26. Can the County clarify which employee is being referred to here? Are these the employees being referred to in Section 1.04 Service Requirements Task 1,C. and Task 2?

R26. Yes.

Q27. Will the County require the vendor to operate Housing Recovery Centers for housing program applicants? If yes, please provide assumptions regarding number of applicants, facility location and size, duration of recovery center operation, and pricing instructions.

R27. No.

Q28. Will the County require the vendor to operate Housing Recovery Centers for housing program applicants? If yes, please provide assumptions regarding number of applicants, facility location and size, duration of recovery center operation, and pricing instructions.

R28. Refer to R27.

Q29. Is the County intending for the selected vendor to perform the Lead Paint and Asbestos assessments?

R29. Refer to Exhibit 1, Scope of Service Task 2.

Q30. How will the County score the Fee Proposal? Will the lowest price receive 25 points? Are points assigned based on comparison to the lowest cost?

R30. Refer to Section B. Evaluation of Proposers.
This is at the discretion of the Evaluation Committee.
This is at the discretion of the Evaluation Committee.

Q31. Will the County please clarify the agreement that is referred to in the request. What is the agreement and documents?

R31. This section has been removed.

Q32. Will the County please clarify the agreement that is referred to in the request. What is the agreement and documents?

R32. Refer to R 31.

Q33. Will the County clarify the definition of the local driving distance of the County?

R33. Must have ability to report to office during normal County business hours.

Q34. Will the County clarify the definition of the local driving distance of the County?

R34. Refer to R.33.

Q35. Will the County consider increasing the number of project descriptions to 10 in order to fully evaluate depth and breadth of experience among all offeror's?

R35. No.

Q36. Will the County consider increasing the number of project descriptions to 10 in order to fully evaluate depth and breadth of experience among all offeror's?

R36. Refer to R.35.

Q37. Will the County provide a date for when the County will issue an addendum to the Q&A?

R37. August 15, 2025.

Q38. Would assisting in Task 1 in ensuring the correct federal language and attachments for any and all procurement preclude our firm from bidding on Construction projects – in other words, they would just be ensuring compliance with all state, federal and local regulations related to procurement and not development the solicitation or acting as part of any selection committee, correct?

R38. No.

Q39. Would having someone assigned to Task 2 for Construction grant management and oversight preclude us from bidding on any projects, excluding actual construction?

R39. Yes.

Q40. I am writing to request clarification regarding RFP No. 25-TA006104SB – CDBG-DR General Grant Support Services & Construction Management Assistance. Specifically, under Task 2: Construction Management Assistance, would the selected vendor be permitted to self-perform any portion, or all, of the construction work associated with the program?

R40. No.

Q41. The County's Action Plan indicates that individual homeowners will be allowed to select a contractor from a pre-approved pool of contractors. Who will be developing and executing the construction contract between the homeowner and their selected contractor? What is the selected vendor's role in this process?

R41. The County with assistance of selected Proposer.

Q42. Will the County be a party to the homeowner/contractor construction contract?

R42. Yes.

Q43. The County's Action Plan indicates that homeowners participating in the Housing Recovery Program select their contractor and manages their performance. Accordingly, it appears the County is moving with an industry-defined Homeowner-Managed Housing Program model. Please confirm.

R43. Refer to R23.

Q44. Are the monitoring activities referenced in these sections related to on-going program and project monitoring OR are they related to monitoring services to be performed after the project completion and during affordable compliance periods? If they are during the affordable compliance periods, please provide details on what the selected vendor is anticipated to be performing and the frequency (e.g., are monitorings conducted quarterly, annually, etc.)?

R44. Ongoing program and project monitoring.

Q45. How is the County defining “component of service”? Is that statement referring to each of the Action Plan programs?

R45. Refer to Exhibit 1, Scope of Services.

Q46. The RFP states “Proposers shall submit responses for each of the Tasks as outlined in Exhibits 2 and 3 of this RFP.” Can the County confirm if proposers should submit two responses if pursuing both tasks? One that meets the requirements of Exhibit 2 for Task 1 and a second that meets the requirements of Exhibit 3 for Task 3?

R46. Refer to R2.

Q47. For Exhibit 2, can the County clarify the types of reports it is seeking for “compliance monitoring of Projects” and “support of County staff”?

R47. That is at the discretion of the Proposer.

Q48. For Exhibit 2, can the County clarify the types of reports it is seeking for “DBRA management/services”, “managing construction contractors”, and “performing Environmental Reviews?”

Please clarify whether proposers are required or encouraged to:

Establish or designate an office location within Manatee County or elsewhere in the State of Florida for the duration of the contract;

Provide opportunities for Manatee County residents to be considered for employment opportunities under this contract;

Engage County-based vendors for goods and services, to the extent permitted under federal procurement rules; and

Track and report on local hiring and local vendor utilization throughout the contract term, to the extent permitted by federal guidelines

R48. Refer to Exhibit 2 and 3 Proposal Response.

Q49. For Task 2, will the environmental review role be limited to support and compliance documentation (e.g., HEROS input, Tier 1 updates) or will it include full NEPA/Part 58 responsibility on behalf of the County?

R49. Refer to Exhibit 1, Scope of Service, Task 2.

Q50. For Task 2, is the County expecting management of contractors directly (including change orders, quality control) or only monitoring their performance for compliance?

R50. Refer to Exhibit 1, Scope of Service, Task 2.

Q51. When the County refers to a “full-time” person assigned solely to Manatee County’s CDBG-DR grant for each task, does that mean physically on-site, or can full-time remote staff with site visits be acceptable (with travel approved per Section 1.03)?

R51. Refer to Exhibit 2 and 3 Proposal Response Requirements.

Q52. Since awards can be made separately, will scoring for Task 1 and Task 2 be completely independent?

R52. Yes.

Q53. Since Capacity (Tab 8) is worth 25 points for each task, will the County weight past work with Manatee County more heavily than other CDBG-DR experience?

R53. This is at the discretion of the Evaluation Committee.

Q54. Section 1.03 suggests discounted hourly rates for remote staff due to reduced overhead. How does the County define an acceptable discount percentage, and will it be evaluated as part of the fee score?

R54. Refer to Section B, Evaluation of Proposals.

Q55. Will the County expect coordination with other vendors and/or consultants for overlapping scope?

R55. Refer to Exhibit 1, Scope of Service.

Q56. Section 1.03 states “travel will be considered on a case-by-case basis, and will require County approval, and shall be in accordance with the Florida Statute Chapter 112.061.” Can the County clarify whether travel in accordance with General Services Administration (GSA) will be permitted?

R56. Travel is in accordance with the Florida Statute Section 112.061.

Q57. Section 1.04 states “This work may include any of a broad range of grant support services and may include use of County software systems for grant management and documentation.” Can the County clarify whether there is an existing software system in place and the name of the software system?

R57. Refer to R10.

Q58. Can the County clarify whether proposers should include a software system (i.e., system of record) in their proposal?

R58. Refer to R10.

Q59. Can the County clarify whether proposers are expected to provide application intake and case management/applicant eligibility services?

R59. Refer to R27.

Q60. For Task 1, will public outreach and comment support be a function of the offeror (eg for Substantial Action Plan Amendments, notifying the public of program participation opportunities, etc.)?

R60. No.

Q61. For Task 1, will financial management activities (review of invoices that have back up such as percent completion reports and inspections) that feed draw requests from HUD be a responsibility as part of the compliance aspect of this Task or will County staff be conducting this function?

R61. Refer to Exhibit 1, Scope of Service, Task 1.

Q62. For Task 2, is the offeror responsible for Intake, Eligibility Review and Determination, Recommendation of Award, Applicant Appeals/Complaints, and subsequent case management for the Home Recovery Program (HRP), Rental Rehabilitation Program (RPP), and Buyout and Safe Home (BSH) programs?

R62. Refer to R27.

Q63. For the RRP and HRP, will the offeror be responsible for soliciting, vetting, and maintaining the list of eligible contractors?

R63. Assist with the County taking the lead.

Q64. For the Infrastructure Recovery and Resiliency Program (IRRP), is the vendor responsible for assisting with the Architecture and Engineering (A&E) phase (procurement, independent cost estimate, selection of A&E firm, working with selected A&E firm through 100% design completion, and final design review)?

R64. Selection of A&E firm and independent cost estimate will be the County, Proposer will perform the remaining.

Q65. For the IRRP, is the vendor responsible for assisting with preparing the cost reasonableness memorandum, front end bid documents, bid package, and supporting the County with the invitation to bid/advertising and through bid opening?

R65. Refer to Exhibit 1, Scope of Service.

Q66. For construction projects, is the offeror responsible for Section 504/UFAS/ADA compliance through both design and construction phases?

R66. Yes.

Q67. For Task 2, for projects and activities triggering Section 3, is the offeror responsible for tracking prime contractor and subcontractor good faith effort outreach and its documentation to maximize Section 3 firm and Section 3 individual participation?

R67. Yes.

Q68. Is RFP # 25-TA006104SB for construction project management / owner's representative or is it strictly for a general contractor?

R68. Refer to Exhibit 1, Scope of Service.

Q69. For Task 2 – CDBG-DR Construction Management Assistance, are design/design reviews included in construction management scope?

R69. No.

Q70. For Tab 9 – Fee Proposal for both CDBG-DR General Grant Support Services and Construction Management Assistance, please describe the different between billing rates and hourly rates.

R70. This is at the discretion of the Proposer.

Q71. In Tab 7 – Approach, the County states “Provide a statement on company letterhead and signed by an authorized official of Proposer attesting to its commitment to meet the County’s time and budget requirements for all assigned work.” Please define time and budget requirements.

R71. Time and budgets will be determined during program and project implementation.

Q72. The Proposer intends to submit a response to both Task 1 (Exhibit 2 – CDBG-DR General Grant Support Services) and Task 2 (Exhibit 3 – CDBG-DR Construction Management Assistance). Given that several sections (such as Tabs 1–5 and parts of Tabs 6–8) may contain overlapping or identical content between the two tasks, would the County allow the Proposer to submit a combined proposal that clearly addresses the requirements of both Exhibits, rather than duplicating the same information in two separate volumes? If so, could the County please confirm the preferred format for organizing the response?

R72. Refer to R2.

Q73. If there are no Trade Secrets for Tab 4, what is the appropriate response? (e.g., a page stating no trade secrets will be claimed?)

R73. Provide a statement on company letter head stating no trade secrets.

Q74. On Page 34, Bond Requirements are not selected. Please confirm Manatee County does not require a Bid Bond or a Payment and Performance Bond for this opportunity.

R74. Refer to Form 8, Insurance Requirements.

Q75. For Task 2 – CDBG-DR Construction Management Assistance, please confirm who holds the construction contractors and/or manages the actual construction.

R75. Refer to Exhibit 1, Scope of Service.

Q76. In Tab 8, the County requests: “12. Provide details of Proposer and any subcontractor’s current workloads and any projected changes to the workload within the next six (6) months.” To help us fully address this requirement, could the County please clarify the level of detail and type of information expected in this response

R76. This is at the discretion of the Proposer.

- Q77. For Tab 6 – Proposer and Team’s Experience, item 8 for both CDBG-DR General Grant Support Services and HUD-funded construction projects, the County states: “NOTE: Representative photographs and exhibits supporting the above projects are permitted as an attachment to this section.” To ensure proper formatting, please confirm whether Proposers may include photographs and exhibits immediately following the project description and total cost listed for each project, within the same section. If this is not the intended placement, could the County please clarify how and where such supporting materials should be included?**
- R77. Refer to Exhibit 2 and Exhibit 3, Proposal Response Requirements, 2.01 Information to be submitted.
- Q78. What software systems does the County currently use for grant management and documentation?**
- R78. Refer to R10.
- Q79. Does the County expect proposers to include a system of record (SOR) as part of their response?**
- R79. Refer to R10.
- Q80. If not, does the County currently have a designated system of record in place, or does the County intend to procure one through a separate RFP?**
- R80. Refer to R10.
- Q81. Should pricing be based on assumed volume or level of effort across the scope?**
- R81. Refer to Exhibit 2 and Exhibit 3, Proposal Response Requirements, J. TAB 9 – Fee Proposal
- Q82. If so, will the County provide standard assumptions (e.g., units, hours, cases) for all proposers to use?**
- R82. Refer to R81.
- Q83. If not, should proposers submit unit or hourly rates, and how will those be evaluated?**
- R83. Refer to R81.
- Q84. Reference: Section C. Equal Opportunity Employment, within Manatee County Special Provisions - CDBG-DR, beginning on page 66. This section C. references federal EEO requirements that have been rescinded by the administration. Will the County please confirm they plan to update these requirements upon award?**
- R84. This will be addressed during contract negotiations.
- Q85. Regarding Section 1.03 – General Requirements and the overall scope of work defined in Exhibit 1, can the County clarify whether the provision, configuration, or maintenance of a , is system of record (e.g., case management or grant management platform) is expected as part of the Proposer’s responsibilities?**
- R85. Refer to R10.

- Q86. For Task 1 – CDBG-DR General Grant Support, please define what the county hopes to see for “project support.” Will this include case management, eligibility determination, and other scope items?**
- R86. Refer to Exhibit 1, Scope of Services.
- Q87. For A. 36 Projected Solicitation Schedule, please confirm when Manatee County anticipates releasing answers for questions and clarifications**
- R87. Refer to R37.
- Q88. Is a bond required for professional services such a project management?**
- R88. Refer to Form 8, Insurance Requirements.
- Q89. Are there any specific instructions to Proposers to indicate on their proposal that they are proposing only on one specific Task of the Scope of Services?**
- R89. Refer to Exhibit 2 and Exhibit 3, Proposal Response Requirements.
- Q90. How many members of the Evaluation Committee will there be?**
- R90. Three.
- Q91. Please provide further information on how the Evaluation Committee will evaluate the fee structure, including billing rates, hourly rates, reimbursement expenses, etc. for Construction Management Assistance; and the criteria the Evaluation Committee will use to compare disparate Fee Proposals from the Proposers to the RFP.**
- R91. This is at the discretion of the Evaluation Committee.
- Q92. The language states “This solicitation is for two (2) Tasks, which may be bid in whole or in part by Proposers.” Please confirm that the intent is that a Proposer my bid on Task 1 (individually); Task 2 (individually); or both Task 1 and Task 2 collectively – and that Proposers may not bid only on a part of a Task.**
- R92. Refer to Exhibit 2 and Exhibit 3 Proposal Response Requirements.
- Q93. Does the County intend to have the implementation vendor for Task 2 work within the County’s CDBG-DR System of Record for overall record keeping in the administration of the CDBG-DR grant; with the exception being that the selected implementation vendor will utilize the grantor systems used for the environmental review process?**
- R93. Yes.
- Q94. Please confirm that the selected Task 2 implementation vendor will not be required to directly hire(put under contract) the contractors who will perform the construction work.**
- R94. Confirmed.
- Q95. Please confirm that the selected Task 2 implementation vendor will not be allowed to self perform (with their own personnel) any of the construction work.?**
- R95. Confirmed.

Q96. In regard to work on homes, what is the program threshold for when a home moves from rehabilitate (repair) to reconstruct (rebuild)? And what is the program cap for the cost to reconstruct (rebuild) and/or elevate homes?

R96. Refer to Action Plan-Home Recovery.

Q97. In regard to work on manufactured housing units (MHU), what is the program cap for the cost to reconstruct (rebuild)?

R97. Refer to R96.

Q98. In regard to work on rental units, what is the program threshold for when a unit moves from rehabilitate (repair) to reconstruct (rebuild)? And what is the program cap for the cost to reconstruct (rebuild) and/or elevate rental properties?

R98. Refer to R96.

Q99. In regard to work on infrastructure, can the County provide a list of projects with their approximate or estimated cost; or minimally a list of infrastructure projects that the County is considering for CDBG-DR funding?

R99. This is undetermined at this time.

Q100. Could the County share whether a Software System of Record is currently in use for the CDBG-DR program? If so, which platform is being used? If not, are there any guidelines or preferences the County can provide regarding a system to be proposed?

R100. Refer to R10.

Q101. Has ethics weighed in on whether vendors that have been involved in the planning and/or development of the Action Plan will be eligible to participate in this procurement?

R101. Refer to Form 4 – Conflict of Interest Disclosure Form.

Q102. In the absence of a specific pricing or rate sheet in the RFP, does the County have a preferred format for presenting costs? For example, would the County like to see lump sum pricing by year or across a set number of years for consistent comparison? Additionally, should pricing be broken out by service category, and are there specific hourly rate positions the County would like proposers to include?

R102. Refer to Exhibit 2 and 3 Proposal Response Requirements, J. Tab 9 – Fee Proposal.

Q103. Is there a current incumbent providing any of the services outlined in this RFP? If so, could the County identify the incumbent firm(s) or indicate whether there are existing contracts in place for any of these services?

R103. This is a new service for the County.

Q104. For the full-time local position(s) referenced under each task, can the County clarify whether these individuals are expected to work on-site at the County office alongside the County staff?

R104. Refer to R51.

Q105. Can the County clarify whether Construction Progress Inspections, Final Inspections, Lead-Based Paint Inspections, or any other construction-related inspections are expected to

be included in the scope of services provided by the proposer under the Construction Management Task 2?

R105. Proposer to assist the County when needed.

Q106. A.26 Minority And/Or Disadvantaged Business Enterprise The link to the osd site is invalid. Please provide a valid link.

R106. https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd

Q107. A.28 Trade Secrets Please confirm Proposers are permitted to submit an electronic version of their redacted proposal on a USB drive and not hard copy

R107. Refer to Section A, Instructions to Proposers, A.28 Trade Secrets.

Q108. Form 3 - Public Contracting And Environmental Crimes Certification Please confirm an authorized agent of a corporation is permitted to sign Form 3.

R108. Refer to Form 3 – Public Contracting and Environmental Crimes Certification.

Q109. Form 8, Insurance Requirements Please confirm that bid bonds and performance/payment bonds are not required under this solicitation, as the checkboxes on page 34 are not selected.

R109. Refer to Form 8, Insurance Requirements.

Q110. 1.03 General Requirements: Location of Work Please provide the County's expectations for hours of availability.

R110. Normal business hours are 8:00A.M. to 5:00P.M.

Q111. 1.03 General Requirements: Location of Work Please provide the County's requirements for onsite work. Specifically, which position(s) does the County require onsite in County offices?

R111. Refer to Exhibit 1, Scope of Services.

Q112. 1.04(A) Services Requirements: Task 1 Please confirm that Task 1 includes project support – such as intake and eligibility staff and other positions for housing programs – required for direct administration of individual housing programs.

R112. Refer to R27.

Q113. 1.04(B) Services Requirements: Task 1 Has the County already developed policies and procedures (therefore, Policy staff are updating existing documents), or will the selected vendor be tasked with developing the initial version and updating throughout the course of the grant?

R113. Updating only as needed throughout the course of the grant.

Q114. 1.04(D) Services Requirements: Task 1 Will the selected vendor be tasked with developing initial drafts of construction solicitations, contracts, and associated purchasing documentation?

R114. No.

Q115. 1.04(A) Services Requirements: Task 2. Task 2 indicates the Proposer’s work shall include “Assisting the County with managing and monitoring construction contractors during their work on homes, rental units, and infrastructure.”. For proposers who are bidding for both Tasks 1 and 2, please confirm that construction monitoring hours should only be identified in the Task 2 cost proposal and should not be included in Task 1’s fee proposal.

R115. Refer to ADD section above.

Q116. 1.05 Data and Technical Requirements Has the County identified/procured a system of record?

R116. Refer to R10.

Q117. 1.06 Accessibility The RFP indicates “The Proposer shall ensure all of its electronic information, documents, applications, reports, and deliverables required under the Agreement are in a format that meets the requirements of Section 504 of the Rehabilitation Act and best practices (W3C WCAG 2).” Can the County confirm our understanding that this represents any document, application, report, and deliverable produced by the Proposer during Program Planning & Delivery (and not the proposal itself)?

R117. Refer to Section A, Instructions to Proposers, A.35 Accessibility.

Q118. Does the County anticipate the Contractor will have any other scope of work related to the CDBG-DR website outside ensuring all documents meet accessibility requirements?

R118. Refer to R117.

Q119. Does the County expect two separate proposals for Tasks 1 and 2? Or, is the County expecting a single proposal with differentiation between tasks in applicable sections, where the Proposer is proposing a joint solution?

R119. Refer to ADD section above.

Q120. 2.02(F) Proposal Format, Tab 2, Item. 3 Can the County please clarify the requirement for written policies that address "public policy compliance" and "proposer classification of employees?"

R120. Refer to Fair Labor Standards Act [200.318(h)].

Q121. 2.02 (C & D) Proposal Format Please clarify if Form 3 and 4 should be included in Tab 2 or Tab 3.

R121. Refer to Exhibit 2 and 3, Proposal Response Requirements.

Q122. 2.02(E) Proposal Format: Tab 4: Trade Secrets Please clarify the requirements for segregating trade secret material: should the proposer enter all trade secrets in Tab 4 and refer to these sections in the applicable tab, or should the Proposer copy trade secrets featured and redacted in other tabs into Tab 4.

R122. Refer to R107.

Q123. 2.02(F) Proposal Format: Tab 5: Proposer's Statement of Organization Please confirm the definition of Proposer includes the vendor submitting the proposal with all proposed subconsultants/teaming partners.

R123. Yes.

Q124. 2.02(I) Proposal Format: Tab 8: Capacity Please clarify the requirement for providing "prior similar work any two (2) or more team members have jointly performed."

R124. This is at the discretion of the Proposer.

Q125. 2.02(J) Proposal Format: Tab 9: Fee Proposal Does the County have a preferred format for the Fee Proposal? Is the County open to unit rates for proposed services, or is the County only interested in Time & Materials (hourly) rates?

R125. Refer to R14.

Q126. Please confirm Proposers are permitted to use electronic signature for forms.

R126. Yes.

Q127. Please confirm Proposers are permitted to include resumes and sample reports as an appendix for ease of evaluation.

R127. Refer to Exhibit 2 and 3, Proposal Response Requirements.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFP.

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