



1112 Manatee Avenue West
Bradenton, FL 34205
purchasing@mymanatee.org

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 26-R089107ED
Solicitation Title: Professional Planning Services
Addendum Date: March 19, 2026
Procurement Contact: Emily Diaz

Request for Qualifications (RFQ) No. 26-R089107ED is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated into and made a part of RFQ No. 26-R089107ED.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFQ was March 12, 2026 at 3:00 PM ET.

ADD:

TABLE OF CONTENTS, SECTION D, FORMS, FORM 12, PROCUREMENT OFFICE RELOCATION NOTICE:

The attached Form 12, Procurement Office Relocation Notice, is hereby incorporated into the RFQ.

CHANGE TO:

SOLICITATION COVER PAGE

Manatee County BCC
Procurement Division
~~1112 Manatee Avenue West, 7th Floor, Suite 705~~
~~Bradenton, FL 34205~~
purchasing@mymanatee.org

CHANGE TO:

ADVERTISEMENT PAGE, DATE, TIME AND PLACE DUE:

Addendum No. 1
RFQ No. 26-R089107ED
Professional Planning Services

The Due Date and Time for submission of Proposals in response to this RFQ is ~~March 26, 2026~~ **April 16, 2026 by 11:00 AM ET**. Proposals must be delivered to the following location: ~~Manatee County Administration Building, 1112 Manatee Ave. W., 7th Floor, Suite 705, Bradenton, FL 34205~~ either in-person or express mail (UPS / FedEx) to Manatee County East-Campus, 9000 Town Center Parkway, Lakewood Ranch, Florida 34202 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, 7th Floor, Suite 705, Manatee County East-Campus, River Conference Room at 9000 Town Center Parkway, Lakewood Ranch, Florida 34202~~

CHANGE TO:

SECTION A, INSTRUCTION TO PROPOSERS, A.02 BID DUE DATE:

The Due Date and Time for submission of Proposals in response to this RFQ is ~~March 26, 2026~~ **April 16, 2026 by 11:00 AM ET**. Proposals must be delivered to the following location: ~~Manatee County Administration Building, 1112 Manatee Ave. W., 7th Floor, Suite 705, Bradenton, FL 34205~~ either in-person or express mail (UPS / FedEx) to Manatee County East-Campus, 9000 Town Center Parkway, Lakewood Ranch, Florida 34202 prior to the Due Date and Time.

CHANGE TO:

SECTION A, INSTRUCTION TO PROPOSERS, A.03 PUBLIC OPENING OF BIDS:

Sealed Proposals will be publicly opened at ~~Manatee County Administration Procurement Division, 1112 Manatee Avenue West, 7th Floor, Suite 705, Bradenton, Florida 34205~~ Manatee County East-Campus, Anchor Conference Room at 9000 Town Center Parkway, Lakewood Ranch, Florida 34202, in the presence of County officials immediately upon expiration of the Due Date and Time. Proposers or their representatives may attend the Proposal opening.

CHANGE TO:

SECTION A, INSTRUCTION TO PROPOSERS, A.04 SUBMISSION OF RESPONSES:

Proposals must be received by the Manatee County Procurement Division prior to the Due Date and Time at the following address:

~~Manatee County
Procurement Division
1112 Manatee Avenue West, 7th Floor, Suite 705
Bradenton, FL 34205~~

Manatee County East-Campus
Procurement Division
9000 Town Center Parkway, 2nd Floor

CHANGE TO:

SECTION A, INSTRUCTION TO PROPOSERS, A.06 DISTRIBUTION OF SOLICITATION DOCUMENTS:

Additionally, the RFQ and all related documents are available for public inspection at the ~~Manatee County Procurement Division, 1112 Manatee Avenue West, 7th Floor, Suite 705, Bradenton, FL 34205~~ Manatee County East-Campus, Procurement Division, 9000 Town Center Parkway, 2nd Floor, Lakewood Ranch, Florida 34202. Call (941) 749-3014 to schedule an appointment. Documents are available between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, with the exception of County holidays.

CHANGE TO:

SECTION A, INSTRUCTION TO PROPOSERS, A.33 PROTEST:

Protest must be in writing and delivered via email at purchasing@mymanatee.org or by hand delivery to the Procurement Division at ~~1112 Manatee Avenue West, 7th Floor, Suite 705, Bradenton, FL 34205~~ 9000 Town Center Parkway, 2nd Floor, Lakewood Ranch, FL 34202 by 5:00 p.m. on the fifth business day following the date of posting of the Notice of Intent to Award on the County website. There is no stay of the procurement process during a protest. The Purchasing Official shall have the authority to settle and resolve a protest concerning the intended award of a contract.

CHANGE TO:

SECTION A, INSTRUCTION TO PROPOSERS, A.37 SOLICITATION SCHEDULE

A.37 SOLICITATION SCHEDULE

The following schedule has been established for this Solicitation process. Refer to the County's website (www.mymanatee.org > *Business* > *Bids & Proposals*) for meeting locations and updated information pertaining to any revisions to this schedule.

Scheduled Item	Scheduled Date
Question and Clarification Deadline	March 12, 2026
Proposal due Date and Time	March 26 <u>April 16</u> , 2026, by 11:00 AM ET
Technical Evaluation Meeting	TBD
Technical Evaluation Meeting	TBD
Interviews/Presentations/Demonstrations (if conducted)	TBD
Final Evaluation Meeting (if required)	TBD
Projected Award	July 2026

QUESTIONS AND RESPONSES:

Q1. Can you tell me if more than one firm will be chosen for this RFQ?

R1. This is at the discretion of the Evaluation Committee.

Q2. We are seeking clarification on the County's expectations for proposer qualifications under the General Planning Services RFQ No. 26-R089107ED. Specifically, does the County intend for each proposer/team to demonstrate capacity across the full range of services identified in Exhibit 1, or may a consultant submit as a specialty team for selected service categories in which it has demonstrated expertise, with work assignments used accordingly?

R2. Proposers are not required to cover every service category in Exhibit 1. The County may select multiple firms with different areas of expertise and will issue Work Assignments based on County needs and each firm's qualifications. If proposals are submitted for a subset of the service category in Exhibit 1, proposers should clearly list which Exhibit 1 categories they are proposing for.

Q3. It appears that this contract is primarily a US HUD Affordable Housing contract with the necessary NEPA, environmental, PI, etc. elements included, not a general planning contract. Are we correct in this assumption?

R3. The RFQ is intended to establish an agreement for professional planning services. The County anticipates that some assignments may involve HUD/CPD-related planning deliverables; however, the resulting agreement may also include other planning services as needed by the County.

Q4. Is the county planning to issue a single award or multiple awards?

R4. Refer to R1.

Q5. Are vendors required to qualify in all 25 planning categories in order to be eligible for award, or may vendors indicate a specific subset of planning categories which they are qualified to perform instead?

R5. Refer to R2.

Q6. Under Tab 2 – Minimum Qualifications Requirements, several sections state, “No documentation is required. The County will verify.” Please clarify whether any statement(s) should be provided for these sections if no documentation is required.

R6. No additional statement or documentation is required for items where the RFQ states that the County will verify the information independently.

Q7. In Exhibit F, Insurance and Bond Requirements, under Required Bonds, the boxes for the Bid Bond and the Payment and Performance Bond are not checked. However there are several references stating that familiar to provide required bonds will result in consultant being deemed nonresponsive. Could you please clarify whether bonds are required?

R7. Refer to Form 8, Insurance Requirements.

Q8. Is this RFQ focused on plans associated with the HUD programs, or does it include other planning services?

R8. Refer to R3

Q9. When is the County's next Consolidated Plan due to HUD?

R9. The County anticipates the next Five-Year Consolidated Plan will cover Program Year 2028. Planning/drafting is anticipated to begin in Fall 2027.

Q10. In B.04 Recommendation for Negotiation, we noted "The County will notice the Intent to Negotiate, in the same manner the original Request for Qualifications document was noticed prior to commencing negotiations." To assist proposers in preparing for potential negotiations, will the County please provide the anticipated pricing template or format in advance?

R10. Pricing will be requested from the recommended Proposer(s) during the negotiation phase. The County will provide instructions regarding pricing format at that time.

Q11. Regarding B.04 Recommendation for Negotiation, please clarify how pricing will be evaluated during the negotiation phase.

R11. Pricing will be reviewed as part of the negotiation process to ensure it is fair and reasonable and consistent with the scope of services.

Q12. Regarding B.04 Recommendation for Negotiation, will pricing in the negotiation phase be requested as hourly rates, not-to-exceed amounts, or another structure?

R12. Refer to R10.

Q13. In Tab 9 – Similar Completed Projects, please confirm f. Total project costs refers to the contract value.

R13. "Total Project Costs" refers to the overall contract value of the project.

Q14. On Page 33, Bond Requirements are not selected. Please confirm Manatee County does not require a Bid Bond or a Payment and Performance Bond for this opportunity.

R14. Refer to R7.

Q15. 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 project and budget requirements for all assigned work." Please define time and budget requirements.

R15. Specific timeframes and budget requirements will be established in individual work assignments issued under the resulting agreement.

Q16. Within Form 9 – Indemnity and Hold Harmless, the County asks design professionals and planners to provide indemnification for services with defects. Would the County consider removing this clause? Design professionals and planners provide professional services, not materials or supplies, so requiring a warranty for defects implies a standard of perfection that is unattainable. We can warrant our services meet the standard of care and indemnify if they do not.

R16. No.

Q17. Would the County also revise Article 27 of the sample contract to comply with Florida Statute 558.0035? As written, this Article holds design professionals personally liable, which violates the statute.

R17. No.

Q18. Regarding “Survey and Mapping,” could you clarify whether this refers to land surveying or community outreach?

R18. This refers to land surveying services that may be required in support of planning activities for HUD-funded projects.

Q19. Will this contract replace or augment the recent contract for “CDBG-DR General Grant Support Services & Construction Management Assistance” issued by Manatee County?

R19. No.

Q20. Will the County consider extending the submittal deadline by one week?

R20. Refer to Change To section in this Addendum.

Q21. May we format the organization chart on an 11x17 page?

R21. Yes.

Q22. What is the expected contract length?

R22. Any resulting agreement(s) will be structured in accordance with the requirements of Florida’s Consultants’ Competitive Negotiation Act (CCNA). The total contract term will not exceed five (5) years; however, the specific term and any renewal options will be determined by the County.

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

FORM 12 - PROCUREMENT OFFICE RELOCATION NOTICE
RFQ No. 26-R089107ED

Effective Monday, March 30, 2026, the Manatee County Procurement Division will relocate to:

9000 Town Center Parkway
Lakewood Ranch, FL 34202

All in-person bid and proposal deliveries must be delivered to this new address beginning March 30, 2026.

In-Person Bid & Proposal Delivery Instructions:

1. Arrive at 9000 Town Center Parkway, Lakewood Ranch, FL.
2. Upon entering the lobby, use the central phone located at the lobby desk.
3. Dial extension 3014.
4. A member of the Procurement team will come to the lobby to receive and time stamp your bid or proposal.

Mailing Options:

1. USPS Delivery Address:

P.O. Box 1000
Bradenton, FL 34206

2. Courier Delivery (Required for Physical Location):

The 9000 Town Center Parkway CANNOT accept United States Postal Services (USPS) Mail, including USPS Express and Priority Mail. Vendors must use a common carrier such as FedEx or UPS for deliveries to this address.

Important Notice:

It is the responsibility of the vendor to ensure compliance with all timelines established by Procurement. Vendors are strongly encouraged to allow sufficient time for delivery to ensure submissions are received and time-stamped prior to the stated deadline.

We appreciate your cooperation during this transition period. If you have any questions, please contact Procurement at (941) 749-3014.

By signing below, the Proposer acknowledges receipt of this notice and agrees to comply with the updated submission requirements. This form must be returned with the proposal.

Signature

Title

Printed Name

Date