

REQUEST FOR PROPOSAL #12-2318BG

PROFESSIONAL SERVICES FOR PAVEMENT MANAGEMENT SYSTEM

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, for the purpose of providing PROFESSIONAL SERVICES FOR PAVEMENT MANAGEMENT SYSTEM as described in this Request For Proposal.

DEADLINE FOR CLARIFICATION REQUESTS: **July 12, 2012** at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing. This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final Agreement.

TIME AND DATE DUE: Proposals will be received until **July 19, 2012 at 1:00 P.M.** at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

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Important note: A prohibition of lobbying is in place. Please review paragraph A.16 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:

Blair C. Getz, Contracts Negotiator @ (941) 749-5639
Manatee County, Financial Management Department, Purchasing Division

AUTHORIZED FOR RELEASE: 

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing Division, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County Officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or proposal documents and the Notices of Source Selection related to those Bids or proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing Division tab under "Bids and Proposals". You may view and print these files using Adobe Acrobat Software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.manateechamber.com> to post bid and proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Note: The County posts the **Notice of Source Selection** seven (7) calendar days prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING DIVISION (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO ACKNOWLEDGE SUCH ADDENDA ON THE PROPOSAL SIGNATURE FORM.

A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Division for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Division. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS(continued)

Proposals must be submitted in the format specified in Section C hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the subsections within Section C** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request For Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request For Proposal shall be made in writing through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative or agent. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.myanatee.org>

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Division at 941-748-4501, Ext. 3053 to determine if addenda were issued and to acknowledge Addendum(s) where indicated on the Proposal Signature Form.

DEADLINE FOR CLARIFICATION REQUESTS

July 12, 2012 at 5:00 P.M. shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Division.

This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final Agreement.

A.05 SEALED & MARKED

One signed original (marked Original) and five (5) copies (marked Copy) of your proposal shall be submitted in one sealed package, clearly marked on the outside **"Sealed Proposal #12-23185BG PROFESSIONAL SERVICES FOR PAVEMENT MANAGEMENT SYSTEM"** and addressed to:

Manatee County Purchasing Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual). Proposals must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this Request for Proposal become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes.

Proposals become subject to disclosure thirty (30) days after the Opening or if a notice of intended award decision is made earlier than this time as provided by Florida Statute 119.071(1)(b). No announcement of review of the offer shall be conducted at the public opening. If the County rejects all offers and concurrently notices its intent to reissue the solicitation, initial offers are exempt until the County provides notice of its intended decision or thirty (30) days after the opening of the new offers.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any proposer to correct errors or omissions in the proposal.

A.11 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the Agreement to a responsible proposer submitting a responsive proposal, with a resulting negotiated Agreement which is most advantageous and in the best interests of the County.

A.11 RESERVED RIGHTS(continued)

The County shall be the sole judge of the proposal, and the resulting negotiated Agreement that is in its best interest and its decision shall be final. Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the Parties agree to such terms. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting Agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code Chapter 2-26, as amended. Procedures and deadlines concerning protests related to this Request For Proposals shall be those which are set forth in §2-26-61 of the County Code.

A.13 CODE OF ETHICS

With respect to this Proposal, if any Proposer violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to Manatee County.

By submitting a proposal, the Proposer represents to the County that all statements made and materials submitted are truthful, with no relevant facts withheld.

If a Proposer is determined to have been untruthful in its proposal or any related presentation, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to Manatee County.

A.14 COLLUSION

By offering a submission to this Request For Proposal, the proposer certifies the proposer has not divulged, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this Proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or Agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this Proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this Proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the Agreement to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this Agreement upon an Agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees.

A.15 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a Agreement to provide any goods or services to a public entity, may not submit a proposal on a Agreement with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under an Agreement with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

A.15 PUBLIC ENTITY CRIMES(continued)

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County Agreements to any person or entity who/which has, within the past five (5) years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring an Agreement with the County, to execute and file with the Purchasing Official, an affidavit executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment "C".**

A.16 LOBBYING

After the issuance of any Request For Proposals, prospective proposers or any agent, representative or person acting at the request of such proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request For Proposals. This prohibition begins with the issuance of any Request For Proposals and ends upon an award of the final Agreement, when all solicitations have been rejected, or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Law Chapter 2-26.

A.17 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 and Title 15, Part 8 of the Code of Federal Regulations, Manatee County hereby notifies all prospective proposers that it will affirmatively ensure minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, sex, creed, disability or national origin in consideration for an award.

A.18 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity.

END SECTION A

SECTION B: SCOPE of WORK

B.01 PURPOSE

The Manatee County Department of Public Works is requesting proposals for the development of a Pavement Management System (PMS). This may include but is not limited to inventory, data collection, condition assessment, computer data entry and modeling, financial planning and projections for optimizing pavement asset management. The intent of the PMS will be to provide the County staff with a systematic, consistent and reproducible method for determining priorities and optimal time of improvements for economically managing its roadway assets. The PMS will provide benefits such as guidance for long-term financial planning and assess the implications of varying funding levels and facilitate planning for maintenance and repair to monitor the effectiveness of roadway improvement levels.

B.02 BACKGROUND INFORMATION:

Manatee County Public Works Department is responsible for the asset management of approximately 1373 miles of roadway throughout the County limits with an estimated 255 miles Arterial and 287 miles of Collector. The Transportation CIP includes \$215M budgeted over the next 5-year period (FY2012 through FY2017). The CIP includes budget for completion of roadway, intersection and bridge improvements including resurfacing, curb and gutter, streetlights, sidewalks and major intersection improvements. The average annual Operations and Maintenance budget includes \$2.5M, including micro planning, resurfacing, slurry seal, crack seal and pothole repairs.

FDOT and City/Private roadways will not be included within this PMS; intersections that County roads connect to on both FDOT and City/Private will be collected. The distance is to be determined based on the intersection geometry.

B.03 SCOPE

The following is a general outline of work to be provided and is intended as a guide only. The specific tasks that comprise the actual scope of work shall be provided in detail by the proposer in their response to this Request For Proposal. The proposer is advised to include any subject or to modify or eliminate items they believe to be excessive or extraneous to the scope of any effective PMS. All items added or deleted should be noted.

The project consists of evaluating all applicable roadways within Manatee County. The interval of evaluation shall be on a segment basis and segments should be no longer than **1,000** linear feet.

B.03 SCOPE(continued)

The analysis and evaluation should include the following:

1. Conduct a project kick-off meeting with County staff to review scope of services; available data needed to initiate data collection and program population; discuss strategy for establishing a PMS that is compatible with County's existing GIS, MicroPaver and Cityworks programs; verify consultant and County staff responsibilities and expectations; and discuss project milestones, timeline and budget.
2. Conduct project progress meetings within appropriate time periods to ensure effective project development, progress and completion.
3. Purchase, install and implement Pavement Analysis Interface to the County's Cityworks and MicroPaver Software packages including any additional Cityworks modules and or licenses required. Create a Pavement Network that consists of a Network, Branch, Section and Sample within MicroPaver to link to GIS GeoDatabase.
4. Create necessary inventory for MicroPaver based on County provided GIS roadway database. Inventory all roadways by proper pavement management section techniques using one direction centerline segments on undivided roadways and two direction centerline on divided roadways. Both station reference and physical boundary shall identify each segment. Program population and data collection methods must be open-source and none proprietary. Must deliver a complete MicroPaver export file of the network and load it on County's existing MicroPaver and link to the county Cityworks Management Program.
5. Perform a 100 mile QA/QC pilot program. Perform roadway inventory and pavement rating for segments totaling 100 miles and present to County staff for review and QA/QC. Create a web-based image link to assist with QC of inspection areas.
6. Complete a Surface Conditions Survey that is continuous and objective that includes crack survey, macro texture survey, rut depth measurement and roughness survey. ASTM D6433 Standard Practice for Roads Pavement Condition Index Surveys must be followed.

Include appropriate environmental conditions such as the affects of traffic density, climatic conditions, site conditions, and drainage affecting pavement performance which includes ditches, shoulders and inlets. Curbing type, condition and length for the purpose of developing pavement rehabilitation strategies should also include median curbs and valley crossings. All storage lanes and tapers shall be collected as part of the overall condition and inventory survey. Develop the survey such that future pavement Surface Condition Surveys can be conducted within the same segment limits for consistent and reproducible results.

7. Conduct field quality assurance measures to periodically check the accuracy and consistency of the data collected.
8. Perform all data entry and verify the accuracy and the integrity of the data. All data collected must integrate with Manatee County existing Linear Reference System and centerline base map. All pavement data and PCI must be linked to the appropriate section in GIS.
9. Provide digital picture or video images of road segments and problem areas. Images should be able to support future analysis of shoulder type, storm data including ditches and possible LiDAR roadway profiles and shall be integrated with geo-referencing system including global positioning systems GPS inertial referencing systems and distance measuring instruments (FI State Plane) linking.
10. Develop a 5-year Pavement Restoration Program (PRP). The PRP shall:
 - a. Identify the present pavement conditions and projected future performance over the 5-year period.
 - b. Identify the conditions of base, sub grade and causes of pavement failures.
 - c. Recommend rehabilitation strategies based on current condition of roadways. Include rehabilitation strategies that may be necessary to achieve desired levels of serviceability.
 - d. Provide total number of lane miles and total square yardage of paved and non-paved County roads. This total is to include all storage lanes and tapers.
 - e. Include a priority listing indicating pavements in order of worst-to-best pavement conditions.

- f. Create a boxed report that can utilize different search queries for identifying location and conditions of patching, curbing, sidewalks, structures, shoulders, traffic counts, signs.
 - g. Include an economic report indicating the cost per square yard per year of benefit for each rehabilitation strategy based on current maintenance costs and costs estimated to be in effect for each year in the 5-year program.
 - h. Consider budgetary realities in making specific yearly recommendations. The 5-year program shall make recommendations as to roads, rehabilitation strategies and costs of rehabilitation to include in each budget year. These recommendations shall include costs necessary to obtain the greatest benefit from three alternative funding levels.
 - i. Provide staff training necessary to utilize the tools and/or information provided. Provide operations manual and staff training to provide knowledge transfer to County staff. The intent of training is for County staff to obtain the ability to populate and maintain the program and produce desired report writing. All route-naming conventions, rating criteria, database development and quality control procedures shall be documented in the operations manual and reviewed during training sessions.
 - j. Include services for data entry and report writing on an annual basis based on actual approved budgets and work programs completed for a period of five years. May be required to generate customized report writing based on County needs.
11. Produce four copies and one pdf file of the final report. The report should describe findings, the methodology used, current conditions as evaluated in the field and the affects of various future funding scenarios. The report must also include the recommended treatment plan in addition to any alternative treatment plans and the delivery, specification and performance for all treatments, resurfacing and/or rehabilitation activities. The report must include the estimated cost of such treatments and the Pavement Condition Index (PCI) of each roadway segment before and after each treatment.

B.03 SCOPE(continued)

Provide four copies and one pdf file of all materials and the operations manual provided during training sessions.

Produce four copies and one pdf file of report writing on an annual basis for a five year period.

B.04 COUNTY RESPONSIBILITY

The County staff will be responsible for the following:

- Schedule a kick-off meeting with all appropriate County staff including Public Works and Information Technology Departments.
- Provide access to the County roadway GIS, Cityworks and MicroPaver programs. Attached for your reference is Exhibit 2, the Manatee County Information Technology Department GIS Data Delivery Standards and Exhibit 3, the Guide to Understanding and Using Manatee County's Street Centerline Data.
- Review and provide input for Condition Assessment criteria and Surface Condition Survey results
- Provide maintenance strategies and associated cost currently utilized by the County.
- Review and comment on the draft 5-year PRR.
- Provide actual CIP and program costs, proposed budgets and data pertaining to rehabilitated roadway segments needed for annual data entry and report writing.
- Coordinate, provide venue and attend training sessions for knowledge transfer.

B.05 OPTIONAL ROADWAY INVENTORY

In addition to the Scope of Work above, the successful Proposer may be requested to collect inventory data for the following:

- Street signs (type, location and condition)
- Speed humps and tables
- Medians
- Guardrails
- Sidewalks (width and material)
- Trees (type and size)

B.05 OPTIONAL ROADWAY INVENTORY(continued)

- Ditches (width and length)
- Drainage inlets
- Pavement markings
- Traffic signals
- Street lights
- ADA ramps.

Enter inventory data into the County GIS/Cityworks and PMS and provide staff training necessary to utilize the tools and/or information provided.

B.06 PROPOSED ITEMIZED FEE SCHEDULE

The following tasks should be included within the proposed Itemized fee schedule to be submitted with this Proposal.

1. General Scope of Work for establishing a PMS
2. Training
3. Optional roadway inventory:
 - Point features such as:
 - a. Street signs
 - b. Traffic signals
 - c. Lighting
 - d. Trees
 - e. Inlets
 - f. Speed tables which would include linking to Cityworks, GIS, MicroPaver.
 - g. Linear features including pavement marking, sidewalks, guardrails, ditches, medians which would include linking to Cityworks, GIS, MicroPaver.
4. Annual Report Writing

B.06.1 ADDITIONAL TASK FEES

Fees for the below Tasks should correspond to the Scope of Work and be proposed as a unit cost as follows:

- Task 1 - The scope for establishing a PMS per linear mile of roadway (\$/mile).
- Task 2 - Training per hour to include all materials (\$/hour)
- Task 3 - Optional roadway inventory for street signs, traffic signals and pavement markings per each point per feature (\$0.00/point) or cost per mile (\$0.00/per mile).
- Task 4 - Annual Report writing, fee schedule should be presented for time and materials not to exceed payment method.

Separately on the same spread sheet, provide summary and an itemized list of any reimbursable expenses you anticipate that should be added to the total estimated costs.

After providing the detail above, state the proposed total cost to the County of providing all services to complete the proposed scope of work.

END SECTION B

SECTION C: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in Sections C.01 through C.04, identifying the response to each specific item.

The information that proposers provide shall be used to determine those proposers with perceived ability to perform the Scope of Services as stated in this Request for Proposal which may overall best meet the needs of Manatee County. A review with those proposers reasonably susceptible of being selected for award **may** be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section D. Selection.

C.01 MINIMUM QUALIFICATIONS/EXPERIENCE

To qualify for any consideration, the **proposer** must document in their proposals they have the following minimum qualification and experience:

- A. Present copies of current State **registration, certification** and any current valid licensing that may be required in and by the State of Florida to provide the services required by **this document**.
- B. Proposers intending to submit a **proposal as a Joint Venture** are required to have filed proper documents with the Florida Department of State and if required filed with the Office of Professions, Construction Industry Licensing Board and any other state or local licensing agency prior to submitting the proposal.

Joint venture firms must provide an affidavit on the firm's letterhead, signed, witnessed and notarized attesting to the formulation of a joint venture and provide either proof of incorporation or a copy of the formal Agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

If the proposer is relying on any acquisition or merger for meeting the minimum qualifications requirement, the proposer shall clearly disclose such acquisition or merger. The proposer shall clearly explain how the acquisition or merger meets the minimum qualification requirements, including a description of each firm's experience and personnel.

C.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form (Attachment A).
- b. Public Contracting and Environmental Crimes Cert. (Attachment C).

C.03 INFORMATION TO BE SUBMITTED REGARDING PROPOSER(S)

Tabs are required to identify each item defined in this Section.

- a. Description of the proposer's **background**. Include a statement of qualifications that includes your firm's professional credentials and experience in providing the service enumerated in this Request For Proposal and the legal status of your organization, and experience in providing the service enumerated in this Request For Proposal.
- b. Provide an **explanation of the business entity which you represent**. Specify the business entity which would be bound by an Agreement, should your firm be selected as company or corporation; subcontractor roles; and if a joint venture, include the specific experience that the joint venture partners have working together on similar projects.
- c. Identify each **principal of the firm and other "key personnel"** who will be professionally associated with the County. Do not include personnel that will not have a role in this project. Describe their respective areas of expertise. Include personalized resumes which identify the qualifications, training and experience of each **key personnel**. Identify each individual on your team and provide the following information:
 - Name
 - Professional credentials
 - Title
 - Telephone number
 - Office address
 - Email address
 - Brief description of the individual's role and duties for Manatee County
 - Individual resume
- d. Submit a list of **subcontractors and subconsultants** that may be used with the same level of detail as item C.03 above
- e. **Specify the office and the location of the business entity explained in response to item b above which is to be the primary location of the principal and key personnel.** List the key personnel at that location.

For the remaining key personnel, detail at what location(s) they will work from and how they will provide management or service or supply support from the locations that they will work from.

C.03 INFORMATION TO BE SUBMITTED REGARDING PROPOSER(S)(continued)

- f. Submit a narrative **explaining the direct economic benefit to Manatee County to be realized by selecting your firm.** During the term of this engagement detail the employment, subcontracting, and support services contracting as economic stimulus that your entity may generate that would directly benefit Manatee County.

If your business entity has limited experience, such as a joint venture created for this project, provide a narrative on how you anticipate the new partnerships to manage the work and any prior experience that the individual entities may have had in working together on other projects. If submitting projects as support, include the level of detail requested in item C.03 (c) above.

- g. Using the response to C.03 (c) in which you identified "Key Personnel", provide a list with references, of **the projects for Professional Services for Pavement Management Systems that each individual has performed since 2003.** References given must specify employees in senior level management positions with knowledge of the project to confirm the claimed details. Include the name of the entity the work was completed for, a description of the project, the dates of service and the telephone number(s) and email addresses of the identified contact persons.
- h. Provide a **schedule** of anticipated tasks to be performed. In providing these services, include the documentation which the County will have to provide and when the services would be required. Identify the major tasks and the suggested timeline for completion based on Scope of Service.

C.04 ADDITIONAL INFORMATION NOT REQUESTED

Submit any other additional information which would assist the County in the evaluation of your proposal.

The County reserves the right to make any investigation and solicit additional information or submittals as it deems necessary to determine the ability of any proposer to perform the Scope of Services stated in this Request for Proposal.

END SECTION C

SECTION D: SELECTION

D.01 EVALUATION FACTORS

Evaluation of proposals will be conducted by an evaluation committee. The committee's goal will be to identify the proposal which will overall best meet the needs of Manatee County as determined from the proposals received and subsequent investigation by the County.

D.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

D.03 PRELIMINARY RANKING

An evaluation committee shall determine from the responses to this Request for Proposals and subsequent investigation as necessary, the proposer(s) most qualified to be selected to negotiate an Agreement.

D.04 REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of (a) conformance to the solicitation requirements, (b) the abilities of the proposer, and (c) the proposal submitted. Firms selected for in-person reviews may be requested to present their proposed scope of services during the selection process. Each firm chosen to provide in-person reviews will be supplied seven (7) days in advance of their review a sample of the County's current GIS information with images of existing road segments. Firms will be requested to review the information and rate each street segment condition and recommend treatment methods suitable for that rating.

Proposers shall be available for presentations to and interviews with the evaluation committee, upon reasonable notification from the Purchasing Division. The date(s) and time(s) of any such presentations/interviews shall be determined solely by the County, and may be closed to the public in the discretion of the Purchasing Official, and to the extent permitted by law.

D.05 SELECTION FOR NEGOTIATION

The evaluation committee will make a recommendation to the County Administrator as to the proposer the County should enter negotiations with. The County Administrator will act upon that recommendation and, if accepted, the successful proposer will be invited to enter negotiations led by the Purchasing Division.

D.06 AWARD

Award of an Agreement is subject to the successful negotiations and the approval of either the County Administrator or the Board of County Commissioners (as provided for in the current Purchasing Code and Procurement Procedures).

END SECTION D

DRAFT

SECTION E: NEGOTIATION OF THE AGREEMENT

E.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an Agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. Pursuant to this Section "E" it is anticipated the Agreement shall remain in effect for a period of one (1) year, but may be renewed through mutual Agreement of both parties, for up to a total aggregate of five (5) years.
- d. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

E.02 AGREEMENT

The selected Proposer shall be required to negotiate a formal Agreement, in a form acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the Parties agree to such terms.

The Parties will negotiate the term of the Agreement and the circumstances in which it may be renewed, assigned or terminated.

The Parties will negotiate matters of insurance, liability, record-keeping, auditing, and all other relevant contractual matters.

END SECTION E

ATTACHMENT "A"

PROPOSAL SIGNATURE FORM

RFP #12-2318BG

PROFESSIONAL SERVICES FOR PAVEMENT MANAGEMENT SYSTEM

Firm Name

Mailing Address:

Email

() _____

Telephone Number

City, State, Zip Code

The undersigned certifies that they have the authority to submit the proposal and the statements in the proposal are true and correct. If the firm is selected by the County, the undersigned certifies that he/she will negotiate in good faith to establish an Agreement to provide Architectural/Engineering Services for Manatee County according to the requirements of this RFP #12-2318BG.

Signature

Date: _____

Name and Title of Above Signer

Name and Title of Firm's Representative for Manatee County

Email for Firm's Representative for Manatee County

Telephone Number of Firm's Representative for Manatee County

Acknowledgement of Addendums

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

ATTACHMENT B

MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

SECTION.01 Vendor Registration

All vendors are encouraged to register with Manatee County to use the on-line "Vendor Registration" web page on www.mymanatee.org.

Enclosed is a copy of the current Manatee County Law that details the County's Local Preference and the definition of Local Business.

If you assert that your firm meets the stated definition of Local Business, we ask that in addition to registering on the County's web page, you fill out the attached "**Affidavit As To Local Business Form**" that is the **last page** in this section of the proposal. Please have the completed document notarized and mail the original to the following address: Manatee County Administration Center, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting bids on www.manateechamber.com as well as using the same vendor categories for registration. Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

Quick steps to on line registration: **www.mymanatee.org**

A link to "Purchasing" is listed under the "Quick Links" on page one of this County website. On the left hand side of the Purchasing web page, click on "Vendor Registration".

This will bring up the Vendor Registration form for on-line input. Please note "Local Business" is defined in the Purchasing Code.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, bid, and proposal opportunities to your business.

MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

SECTION.02 / Section 2-26-6. Local Preference, Tie Bids, Local Business Defined.

- (a) Whenever a responsible, local business bidder and a responsible, non-local business bidder are found, upon the opening of bids, to have both submitted the lowest responsive bid, the bid of the local bidder shall be awarded the Agreement. Should more than one responsible, local business bidder match the responsible, non-local business bidder's lowest responsive bid, or should no responsible, local business bidder match the lowest responsive bid, but two or more responsible non-local business bidders submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the Purchasing Office and open to the public. Any bidders seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the bid announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the County in the manner prescribed by the County to facilitate the County's ability to track the award of Agreements to local businesses and to allow the County to provide future notifications to its local businesses concerning other bidding opportunities.
- (b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any Invitation For Bids when the bidder's location materially affects the provisions of the services or supplies that are required by the Invitation.
- (c) Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids, 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.
- (d) **Each solicitation for bids made by the County shall contain terms expressly describing the Local Business Preference Policies of the County, and shall provide that by electing to submit a bid pursuant to a request for bids, all bidders are deemed to understand and agree to those policies.**
- (e) For all Agreements for Architecture, Professional Engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the County shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified". In determining which firm is the "most qualified" for purposes of negotiating a satisfactory Agreement, preference shall be given to a local business where all other relevant factors are equal.
- (f) Local Preference shall not apply to the following categories of Agreements:
 - 1. Goods or services provided under a cooperative Purchasing Agreement or similar "piggyback" contract;
 - 2. Agreements for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;
 - 3. Purchases or Agreements which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
 - 4. Purchases or Agreements made pursuant to a non-competitive award process, unless otherwise provided by this section;

SECTION.02/Section 2-26-6. Local preference, (CONTINUED)

(Local preference shall not apply to the following categories of contracts continued)

3. Purchases or Agreements which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
 4. Purchases or Agreements made pursuant to a non-competitive award process, unless otherwise provided by this section;
 5. Any bid announcement which specifically provides that the general Local Preference Policies set forth in this section, are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the County Commission or County Administrator, or where such suspension is, in the opinion of the County Attorney, required by law.
- (g) To qualify for Local Preference under this section, **a local business must certify to the County that it:**
1. Has not within the five years prior to the bid announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud;
 2. Is not currently subject to an unresolved citation or notice of violation of any Manatee County Code Provision, except citations or notices which are the subject of a current legal appeal, as of the date of the bid announcement;
 3. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, except any such sums which are the subject of a current legal appeal.

Ref: Manatee County Purchasing Code § 2-26-6.

MANATEE COUNTY GOVERNMENT AFFIDAVIT AS TO LOCAL BUSINESS

(Complete and Initial Items B-F)

A. Authorized Representative

I, [name] _____, am the [title] _____
and the duly authorized representative of: [name of business] _____
_____, and that I possess direct personal knowledge to make informed responses to these certifications
and the legal authority to make this Affidavit on behalf of myself and the business for which I am acting; and by
electing to submit a **proposal** pursuant to this **Request For Proposals**, shall be deemed to understand and
agree to the local business preference policies of Manatee County; and that I have the direct knowledge to
state that this firm complies with all of the following conditions to be considered to be a Local Business as
required by the Manatee County Code § 2-26-6.

B. Place of Business: I certify that the above business is legally authorized to engage in the sale of goods
and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or
Sarasota County with at least one (1) fulltime employee at that location. The physical address of the location
which meets the above criteria is: _____ [Initial] _____

C. Business History: I certify that business operations began at the above physical address with at least one
fulltime employee on [date] _____ [Initial] _____

D. Criminal Violations: I certify that within the past five years of the date of this **proposal** announcement, this
business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory
enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] _____

E. Citations or Code Violations: I certify that this business is not currently subject to any unresolved citation or
notice of violation of any Manatee County Code provision, with the exception of citations or notices which are
the subject of a legal current appeal within the date of this **proposal** announcement. [Initial] _____

F. Fees and Taxes: I certify that within this business is not delinquent in the payment of fines, liens,
assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the
exception of those which are the subject of a legal current appeal. [Initial] _____

*Each of the above certifications is required to meet the qualification of "Local Business" under Manatee
County Code § 2-26-6.*

Signature of Affiant _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of ____, 20____, by (name of person making statement).

(Notary Seal) Signature of Notary: _____

Name of Notary (Typed or Printed) _____

Personally Known ____ OR Produced Identification ____ Type of Identification Produced _____

Submit executed copy to Manatee County Purchasing, Suite 803, 1112 Manatee Avenue W., Bradenton, FL 34205

Attachment "C"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 6, MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include

the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this rticle, or using substantially the same management, ownership or principles as the ineligible entity.

Attachment "C" (Cont'd.)

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__ by _____

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

EXHIBIT "A"

May 24, 2010



GIS Data Delivery Standards Manatee County, FL

GIS Section,
Information Services Department

All data layers developed by the consultant and used on a project that has a GIS component must include the following:

1. **Acceptable File Formats:** ESRI ArcINFO export with no compression (.e00), Drawing Exchange File (.dxf), ESRI's Shapefile (.shp), ESRI's Personal Geodatabase (.mdb) or ESRI's File based geodatabase (.gdb).
2. **Coordinate System:** All data will be georeferenced using the following coordinate system:
 - Stateplane Florida West FIPS Zone 902
 - Units: US Survey Feet
 - Horizontal Datum: NAD83
 - Vertical Datum: NGVD29
3. **Metadata:** All data layers must have metadata that conforms to the Federal Geographic Data Committee Standards (FGDC)
4. **Media:** All information will be written to CDROM or DVD and the media should include documentation describing the files contained on the media disk.

NOTE: Adobe Illustrator, Quark Express or other drawing programs do not constitute GIS format and do not support coordinate systems.

EXHIBIT "B"

March 22, 2010



A Guide to Understanding and Using Manatee County's Street Centerline Data Manatee County, FL

Rick Ingle, GISP, MCF
Senior Systems Analyst – GIS

Manatee County GIS maintains street centerline information for all of Manatee County which can be used for a variety of mapping purposes. This data is stored in an ArcGIS line feature class and is available for general use (or download) by county staff or the general public at no charge.

What is the Structure of the Line Data?

Generally, the centerlines represent the **center of the travel path** of each roadway. This means that for divided roadways, there will be two centerlines – one for each direction of travel. Each street is broken up into **segments** which represent the roadways between intersections. At each intersection, multiple line segments may meet from multiple streets. Each segment contains additional information (attributes) such as the name of the street and the address ranges along that street. Many other attributes are also stored with this data.

How Up-To-Date Is The Data?

Manatee County's Street Centerline data is **updated weekly** (sometimes daily) with new information from the county's Address Coordinator who assigns new street names in the unincorporated areas of the county and from information from the various cities in Manatee County. New street centerlines will be added to the data before the streets are built because this data is used for the county's 9-1-1 dispatch system and the map that the dispatchers use must have the latest streets on them even as they are being built in case there are emergencies on the construction site.

How Accurate Is The Data?

This data is more accurate than the National Map Accuracy Standards published by the US Government. In northern Manatee County, the centerlines are positionally (planimetrically in techie-speak) **within about 2 feet** of their true location because they were visually adjusted to the county's 2008 aerial photography. Southern Manatee County's centerlines are only slightly

less accurate (2-5 feet), having been visually adjusted to previous years' aerial photography (1999-2007) with slightly less stringent standards.

What Streets are Included in this Data?

All **named** streets in Manatee County are included in this feature class. Unnamed roadways and other types of vehicular access are stored in a sister feature class named SecondaryCenterline (see below for a more in-depth discussion). "All named streets" includes privately-owned, named streets. However, occasionally, someone may post what is known as a "vanity sign" on their driveway with their own pet street name. These are not allowed in Manatee County and Manatee County's Address Coordinator will contact the owner to have these signs removed when they are discovered.

What Other Information is Stored with the Street Data?

The tabular attributes stored with each street segment include the street name of the segment, the address ranges, municipalities, zip codes and a variety of other information. See Appendix A of this document for a full listing and description of the attribute columns of this feature class.

How Can I Get a Copy of this Feature Class?

This data is downloadable from <http://www.mymanatee.org> in either **Shapefile** format or **KMZ** (for use with Google Earth). Pick "Maps" at the bottom of the page, then "Maps and Data" on the left side, then "Data Downloads". The Street Centerline listing is roughly in the middle of the "Vector Files" section.

How Can I Use this Data to Symbolize My Map?

Either the CLASS, CLASS2 or MTFCC attributes can be used to "sort", or "select-out" the street segments so that they may be symbolized according to a hierarchy. For instance, the CLASS attribute assigns a number (0-5) to each segment. The higher the number, the more "important" or significant the road (see the description of this attribute in Appendix A of this document). The STATUS column is also used to separate the segments so that you can distinguish whether they are proposed, under construction, or built.

Although annotation feature classes are available to put names on the streets for your map, you can also use the STREET_NAME attribute to create labels in ArcGIS to name the streets. While that approach gives some flexibility with both web applications and at very large scales, labeling usually places the text in a very haphazard manner, so many maps are made using one of the county's four sets of street name annotation.

Where is this data located in Manatee County's GIS?

This feature class is located in the county's GISPROD geodatabase in ArcSDE. It is in the Transportation_Streets Feature Data Set.

Appendix A

Street Centerline Attribute Schema

This is a listing of the attribute values stored in each column of the street centerline's attribute table. Each attribute has a different definition and different uses. Some of the attributes are specific to one use such as the 9-1-1 dispatch map. Others are used across-the-board for most mapping functions.

SEGID (Long Integer, 10) No nulls

This attribute column represents a number which is unique for every street segment record in this feature class. It is an identifier of the segment. Therefore, it cannot have a null value. When a street segment is split (as happens when a new street or subdivision is built), both parts of the old segment will receive a new SEGID value.

STREET_NAME (Text, 34)

This attribute column contains the official, primary street name for each street segment in the street centerline feature class. It is a concatenation (piecing together) of the various parts of the street name which are stored in other attribute columns in this feature class (see below). The street name is a text attribute with a maximum length of 34 characters.

SDIRPRE (Text, 2) Domain: DIRECTIONALS_1

This is the directional prefix for the street name, if one exists. The value can be any one of the eight compass octants (N, S, E, W, NE, NW, SE, SW).

Note that in Manatee County, officially, there are no directional prefixes. However, there are many streets in Manatee County where the street name begins with NORTH or WEST, for example. Here, the word is not considered a directional, but is part of the street name. Functionally, however, this does not work with some computer software which sees any directional word at the beginning of a street name as a directional prefix. Manatee County's 9-1-1 dispatch software is like that – so we store the word as a directional prefix even though it is not “official” (it is functional).

SFEANME (Text, 30) No nulls

This is the base of the street name. For MAIN ST E, this value would be MAIN. It is everything that is left over from the street name when you strip off the SDIRPRE, SFEATYP and SDIRSUF values.

SFEATYP (Text, 4) Domain: STREETTYPES_1

This is commonly called the Street Type – although it refers to the name type rather than any physical description of the roadway. These values are usually abbreviated versions of the full word which they represent. Below are some common values used by Manatee County and their full name:

Street Type	Description
ALY	Alley
AVE	Avenue
BLVD	Boulevard
BND	Bend
BRG	Bridge
CIR	Circle
CT	Court
CV	Cove
DR	Drive
GLN	Glen
HWY	Highway
LN	Lane
LOOP	LOOP
PIKE	Pike
PKWY	Parkway
PL	Place
PLZ	Plaza
RD	Road
RN	Run
ST	Street
TER	Terrace
TRCE	Trace
TRL	Trail
WALK	Walk
WAY	Way
XING	Crossing

Note that these Street Types adhere to the USPS Street Suffix Abbreviation Standards (http://www.usps.com/ncsc/lookups/usps_abbreviations.html#suffix) although Manatee County actually uses a small subset of what the USPS allows. Note, also, that not all street names have a street type associated with them (e.g., U.S. 41 N).

A note of caution: Manatee County has many streets with two street types (e.g. 1st Street Court W). This can be especially problematic for many kinds of software that need to identify street names. To ease this problem (at least with certain kinds of software), Manatee County GIS enters the first street type as part of the street name – always spelled out. The second street type is then stored in the SFEATYP column and is abbreviated (see above). This precludes the necessity of having two street type columns which most software today cannot handle.

SDIRSUF (Text, 2) Domain: DIRECTIONALS_1

These are directional suffixes. Although the allowed values are the same as the SDIRPRE attribute, a high number of streets in Manatee County have a directional suffix rather than a directional prefix.

ALIASES

This is not an attribute, but a group of attributes:

ALIAS1_PREFIX	(Text, 2) DIRECTIONALS_1
ALIAS1_NAME	(Text, 30)
ALIAS1_TYPE	(Text, 4) Domain: STREETTYPES_1
ALIAS1_SUFFIX	(Text, 2) DIRECTIONALS_1
ALIAS2_PREFIX	(Text, 2) DIRECTIONALS_1
ALIAS2_NAME	(Text, 30)
ALIAS2_TYPE	(Text, 4) Domain: STREETTYPES_1
ALIAS2_SUFFIX	(Text, 2) DIRECTIONALS_1
ALIAS3_PREFIX	(Text, 2) DIRECTIONALS_1
ALIAS3_NAME	(Text, 30)
ALIAS3_TYPE	(Text, 4) Domain: STREETTYPES_1
ALIAS3_SUFFIX	(Text, 2) DIRECTIONALS_1

These attribute columns allow for the entry of up to three street name aliases, or, secondary names. Many streets have more than one name (e.g., 1st ST is also US 41 and US 301). These attribute columns are defined with the same technical structure (schema) as the primary street name attribute columns (SDIRPRE, SFEANME, SFEATYP, SDIRSUF).

Note some other rules for the alias attributes:

- Street name aliases are to occupy the lowest number of the alias sets possible (i.e. the ALIAS2 set should have no values if the ALIAS1 set is not already populated).
- There cannot be a value in the prefix, type or suffix attributes for any alias set unless there is also a value in the ALIAS_NAME attribute.

ADDRESS RANGES (Text, 11)

This, also, is not an attribute, but a group of attributes which describe the range of address values on each side of the street segment. The FRADDL attribute represents the “**From**” value on the **left** side of the segment while the TOADDL is the “**To**” value on the **left** side of the segment. Likewise, the FRADDR attribute represents the “**From**” value on the **right** side of the segment and the TOADDR attribute represents the “**To**” value on the **right** side of the segment.

All ranges are added as pairs – each “From” value, must have a “To” value and vice versa. In most cases, the “From” value will be lower than the “To” value, but in some cases, the “From” value will be higher – “From” and “To” do not necessarily designate increasing values in the address ranges. Note that alphabetic characters are never entered in these attribute columns, as that would create processing difficulties for the various kinds of software that use this feature class for locating addresses. It is acceptable for address ranges to be null as long as the “From”

and the "To" are both null. Keep in mind that address ranges must be unique for that particular street name (SDIRPRE/SFEANME/SFEATYP/SDIRSUF) in that municipality (MUNL/MUNR).

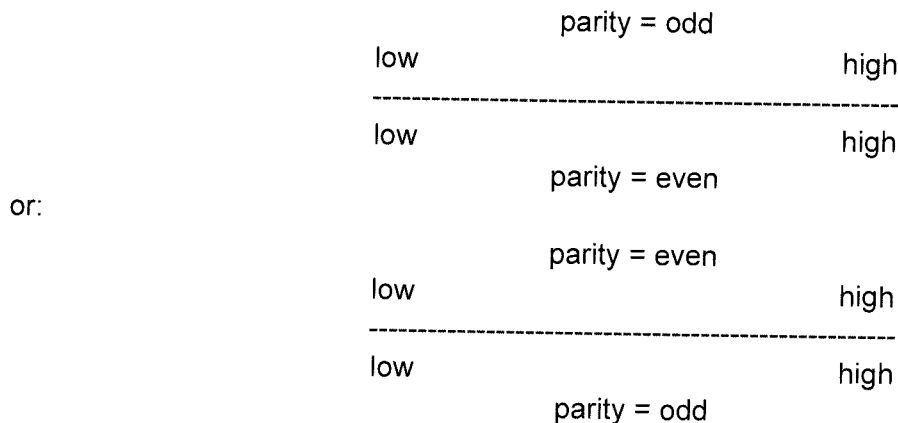
The software that Manatee County GIS uses to maintain the street centerline address ranges assigns a "0" value to these attributes for streets with no address ranges whenever a segment is edited. Therefore, some streets with no address ranges will have "0" values (those which have been edited with this software) and some will have null values (those which have not been edited with this software).

ADDTYP (aka Parity) (Long Integer, 10) Domain: ADDTYP

The ADDTYP attribute (also known as the address parity), identifies the type of address ranges appear on this street segment. Normal parity is what most people are familiar with: even numbers on one side of the street, odd numbers on the other side. However, there are other numbering schemes used in Manatee County (and other places) which are different and can confuse the user (and various types of software).

Value	Description
0	Normal (even/odd parity)
1	Sequential (e.g., 1, 2, 3, 4, . . . on one side of the street)
2	Special – this is for special numbering situations that don't fit either of the other two addressing parity types. This could include duplicate numbers on either side of the street or other abnormal schemes (see below).

Normal parity:



Note that address ranges with a normal parity can have different increments – one street segment's addresses (on one side) might be 4, 8, 12, 16, 20, 24 (an increment of 4), while another street segment's addresses (on one side) might be 2, 4, 6, 8, 10, 12, 14 (an increment of 2).

Sequential parity:

An address parity of **1** means that addresses can be either **even** or **odd** on **both** sides of the street, but are sequentially ordered (but not necessarily sequential).

parity = both (1)
 1 2 3 4 5 6 7 8 9 10 11 12 13 14

 no addresses

OR:

no addresses

 1 5 6 7 8 9 12 13 14
 parity = both (1)

OR:

(example: Cortez Trailer Park, Perico Island)
 parity = both (1)
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

 30 29 28 27 26 25 24 23 22 21 20 19 18 17
 parity = both (1)

Disparate (special) parity:

Occasionally, a street may have *disparate parity*. This means that the addresses on one side of the street may be all even (or all odd), but the addresses on the other side are both.

parity = both (1)
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

 18 22 26 30 34 38 42 46 50 54 58 62 66 70
 parity = even (0)

Another example of disparate parity is where both sides of the street are even or both sides of the street are odd:

parity = even (0)
 2 4 6 8 10 12 14 16 18 20 22 24 26 28

 30 34 38 42 46 50 54 58 62 66 70 74 78
 parity = even (0)

This can happen in places where one side of the street is within a city and the other side of the street is not.

Note: The Manatee County's 9-1-1 (I/CAD) software does not allow for either of these two (above) circumstance. It allows only one parity value per segment which is applied to both sides.

MUNL and MUNR (Text, 4) Domain: MUNICIPALITIES_1, No nulls

These two attributes represent the municipality for each side of the road segment. These values are four-letter codes which are intended for dispatch use – not for postal use – these are not necessarily the postal (mailing) community for this street segment.

For instance, the Whitfield subdivision in southern Manatee County has MUNL/MUNR values of SCT signifying that they are in southern Manatee County. However, as far as the US Post Office is concerned, their postal community is Sarasota. Codes also exist for surrounding counties since some streets follow the county line. The codes include:

Value	Municipality
AM	Anna Maria
BB	Bradenton Beach
BR	Bradenton
DE	Desoto County
HB	Holmes Beach
HC	Hillsborough County
LK	Longboat Key
NCT	Northern Manatee County (unincorporated)
PA	Palmetto
SCT	Southern Manatee County (unincorporated)
SS	Sarasota County

Note that the Manatee County Property Appraiser uses PL as a code for Palmetto in their databases. Manatee County GIS uses PA so that computer software which deals with addresses is not confused with the street type PL (Place).

Note also that these values are the values for the properties (parcels) on each side of the street segment, not necessarily for the right-of-way on that side or for the roadway itself. These two attribute columns are not allowed to have null values for any street segment record.

If the municipality code value changes where there is no intersection (between segments), then the segment is split so that different municipality code values may be assigned. This also requires constant monitoring of city boundary changes. When a city boundary moves, a reassessment of the street segment is made and a decision is made on whether or not to split a street segment, how to assign the new attributes, and how to adjust the address ranges if necessary.

Some difficult situations may need to be dealt with at this time. For instance, a street segment may need to be split in one place for the new boundary location and then merged on the other end of the segment (which is now inside of the city) if the previous break in the segment was not at an intersection. The address ranges would then be adjusted.

POSTAL CITY L and POSTAL CITY R (Text, 50)

These attributes contain the city name(s) used for postal (mailing) purposes of properties (addresses) on each side of the road. The values are actual city names, not coded values. A postal city indicates which post office a property's mail is distributed from. Note that the postal delivery city also often has a relationship with the postal zip. Note that they may differ significantly from the MUNL and MUNR values (above) and the MAINT and OWNER values (below).

Value

Anna Maria
Bowling Green (Polk County)
Bradenton
Bradenton Beach
Cortez
Ellenton
Holmes Beach
Lakewood Ranch
Longboat Key
Myakka City
Palmetto
Parrish
Ruskin (Hillsborough County)
Sarasota (Sarasota County)
Terra Ceia
University Park
Wimauma (Hillsborough County)

ZIPL and ZIPR (Text, 10)

These attributes hold the zip code values for the properties on each side of the street segment. If the zip code value changes where there is no intersection (between segments), then the segment is split so that different zip code values may be assigned. The values in these columns are derived from the county's ZipCodes feature class which is compiled from US Postal Service zip code data.

STATUS (Short Integer, 5) Domain: STATUS_1, No nulls

This attribute indicates the construction status of the street segment. This is also the column that is used to delineate this feature class' subtypes in ArcGIS. The values are numbers which correspond to a certain type of status:

<u>Value</u>	<u>Status</u>
1	Proposed
2	Under Construction
3	Stub
4	Built

A stub segment is usually less than 10 feet long and represents right-of-way where no street segment (roadway) has yet been built. Its purpose is to hold address ranges for parcels or buildings along that right-of-way which may need to be located (by software) via the street segment. Although there may be no street, sometimes access to property (such as a dirt driveway) allows the property to be addressed off of a no-road right-of-way.

For most mapping products, a selection is done on this attribute to eliminate the stub segments so that they do not show on the map (even though most of them are too small to be seen on most map products).

CLASS (Text, 12) Domain: CLASS

This attribute indicates the relative importance or use-level of the segment. These range from controlled-access interstate highways down to private, single-lane (but still named) access roads.

Value	Class
0	Stubs (non-printing address range-holding segments)
1	Named apartment, condo, other complex streets (usually private).
2	Residential level streets.
3	Minor thoroughfares.
4	Major thoroughfares.
5	Interstates and major state roads.

This is often used to symbolize streets on the map. A CLASS of 5 would be assigned a thick line weight on the map whereas a CLASS value of 1 would be assigned a very thin line weight on the map. CLASS values of 0 (stub segments) are rarely displayed on maps (see STATUS attribute).

CLASS2 (Text, 25) Domain: CLASS2, No nulls

This attribute is intended for use with ArcIMS for Internet mapping applications. However, others may find it helpful for other uses. CLASS2 is a classification of the street centerlines in Manatee County based on whether or not they are major roadways. In that respect, it is similar to the CLASS attribute, but this one also distinguishes between major roadways. This attribute is also used to select-out and create the county's Streets_Major_Roads feature class.

The domain (acceptable values) of CLASS2 follows (please read at least the definition for RES and the Ramp definitions if you intend to use this attribute for symbolization or selection):

Value	Definition
I-75	Interstate 75
I-275	Interstate 275
US 19	US Highway 19
US 41	US Highway 41 - aka North Tamiami Trail (south of Bowlees Creek), 1 St (from the Braden River to Cortez Road), Cortez Rd (from 1 St to 14 St), 14 St (from Cortez Rd to Bowlees Creek), US 41 N (north county).

US 301	US Highway 301 - aka US 301 N (north county), 10 St E (Palmetto)
BUS 41	US Business Highway 41 - aka US 41 Blvd, 8 Ave W (Palmetto), Green Bridge, 9 St W (from Green Bridge to 8 Ave W), 8 Ave W (from 9 St W to 14 St W), 14 St W (from 8 Ave W to Cortez Rd)
SR 37	State Road 37
SR 62	State Road 62
SR 64	State Road 64 - aka Manatee Avenue (from Gulf Dr to the Braden River)
SR 70	State Road 70 - aka 53 Ave W/E (from 14 St W to Caruso Rd [63 St E])
SR 789	State Road 789 - aka East Bay Dr, Gulf Dr (from East Bay Dr to Longboat Pass), Longboat Pass Bridge, Gulf Of Mexico Dr
SR 684	State Road 684 - aka Cortez Rd
CR 6	County Road 6 - aka Moccasin Wallow Road
CR 39	County Road 39
CR 675	County Road 675 - aka Rutland Rd (from US 301 to SR 64), Waterbury Rd (from SR 64 to SR 70)
CR 683	County Road 683 - aka Ellenton-Gillette Rd
CR 780	County Road 780 - aka Clay Gully Road (from Sugar Bowl Rd to Sarasota County line)
CR 789	County Road 789 - aka Gulf Dr (from SR 64 to Pine Av), Pine Av
RAMP INT CR	An exit ramp (or portion) from an interstate to a county road
RAMP INT SR	An exit ramp (or portion) from an interstate to a state road
RAMP INT UP	An exit ramp (or portion) from an interstate to University Pkwy
RAMP INT US	An exit ramp (or portion) from an interstate to a US Highway
RAMP US RES	An exit ramp (or portion) from a US Highway to a non-major roadway
RAMP US US	An exit ramp (or portion) from a US Highway to a US Highway
RAMP SR CR	An exit ramp (or portion) from a state road to a county road
RAMP SR RES	An exit ramp (or portion) from a state road to a non-major roadway
RAMP SR SR RES	An exit ramp (or portion) from a state road to a state road (Residential, etc.) All named roadways (street segments) which do not fall under one of the other definitions
UNIVERSITY PKWY	University Parkway (portion in Manatee County and small portions in Sarasota County)

CLASS2's domain is set up so that someone can select on all of the interstates, or the interstates and US Highways, or interstate, US and state highways, etc.

If you are making a map of the whole county, you may want to filter out the RAMPs and RES features, resulting in all major (numbered) roads. If you want interstates and US Highways and the ramps that connect them, select:

WHERE CLASS2 LIKE 'I%' or CLASS2 LIKE 'US%' or CLASS2 IN ('RAMP INT US', 'RAMP US US')

MAINT (Text, 50)

This attribute holds values indicating the agency or authority responsible for maintaining this portion of roadway. Note that this means physical maintenance of the road surface and (usually) surrounding right-of-way, but does not necessarily indicate responsibility for signage, striping or signals. This attribute was created for Manatee County's Public Works Department to assist them in managing certain aspects of roadway maintenance.

Value	Maintenance Authority
ANNA	City of Anna Maria
BBCH	City of Bradenton Beach
BRAD	City of Bradenton
CDD	Community Development District ?
DE	Desoto County
HILL	Hillsborough County
HOLM	City of Holmes Beach
LONG	Town of Longboat Key
PALM	City of Palmetto
PARK	Manatee County (either Parks & Rec or Natural Resources Depts)
PORT	Port Manatee
PRIV	Privately maintained
SARA	Sarasota County
SCHO	Manatee County School Board
STAT	State of Florida
Z1	Manatee County Public Works – Zone 1 (southwestern)
Z2	Manatee County Public Works – Zone 2 (north county)
Z3	Manatee County Public Works – Zone 3 (southeastern)

NOTES (Text, 255)

This attribute allows the editor to make notes pertinent to this one, single street segment.

MTFCC (Text, 5)

US Census Bureau's MAF/TIGER Feature Class Code.

Value	Definition
C3061	Cul-de-sac
C3062	Traffic Circle

S1100	Primary Road
S1200	Secondary Road
S1400	Local Neighborhood Road, Rural Road, City Street
S1630	Ramp
S1730	Alley
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)

Note that the US Census Bureau's list of codes is significantly larger than this list. These values represent what are used by Manatee County.

See also:

<http://www.census.gov/geo/www/tiger/tgrshp2009/TGRSHP09AF.pdf>

FIPS (Text, 10)

This attribute contains the Federal Information Processing Standard code (FIPS 6-4) for Manatee County (which is 12081). This attribute is maintained for those who may use this feature class with other data sets (possibly from out of state).

Also see:

<http://www.epa.gov/enviro/html/codes/fl.html>

OWNER (Text, 15)

This attribute indicates which agency or legal entity "owns" or has public responsibility for the administration of the right-of-way within which this segment resides. While this is similar to the MAINT attribute, the "owner" is not always the same as the maintaining authority.

Value	Owner
ANNA MARIA	City of Anna Maria
BRADENTON	City of Bradenton
BRADENTON BEACH	City of Bradenton Beach
COUNTY	Manatee County
HILLSBOROUGH	Hillsborough County
HOA	A Homeowner's Association
HOLMES BEACH	City of Holmes Beach
LONGBOAT KEY	Town of Longboat Key
PALMETTO	City of Palmetto
PORT MANATEE	Manatee County Port Authority
PRIVATE	Private ownership
SCHOOL	School Board of Manatee County
STATE	State of Florida

SURFACE (Text, 20)

This attribute was created for Manatee County Public Works to assist them in identifying roads which are made of a certain surface material. Currently, only two of these surface materials are tracked – SHELL and CHIP SEAL.

EVAC ROUTE (Text, 3) Domain: BOOLEAN_1

This attribute indicates whether or not this segment is part of the hurricane evacuation route system of roadways in Manatee County.

STATE (Text, 2)

The postal designation for the state in which this segment exists. Naturally, this will always be FL – this attribute is maintained for those who may use this feature class with other data sets (possibly from out of state).

ONEWAY (Text, 5)

This column is for future use.

WIDTH (Double, 38, 8)

This column is for future use.

OTHER ATTRIBUTES

All other attribute columns in Manatee County's Street Centerline feature class are either for internal use, or are not used at all (and may soon be deleted).