



Financial Management
Procurement Division
1112 Manatee Ave W., Suite 803
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www.mymanatee.org

April 24, 2017

TO: All Interested Proposers

SUBJECT:

Request for Proposal (RFP) #17-0885MS
Architectural/Engineering (A/E) Consulting Services

ADDENDUM No. 1

The following items are issued to add to, modify and clarify the Request for Proposal document. Proposals are to be submitted on **May 3, 2017 at 3:00 P.M.**, in conformance with the additions and revision listed herein.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was April 21, 2017 at 5:00 P.M.

Question 1. In section C.01. 4, B, it asks for proposer's staff and direct involvement in services and the subcontractors and their role. In section C.01.6 it asks to identify each principal and key personnel and outline project role. I'm not sure I understand the difference.

Response: Sections C.01.4 requires firms to demonstrate their experience. Section C.01.6 requires firm to identify each principal of the proposer and other key personnel.

Question 2. Does the contract support utilities or facilities or both?

Response: It is for various projects throughout Manatee County.

Question 3. In past years, Manatee County issued a Utilities Architectural Engineering RFP. However, upon review of this scope and the previous Utilities A/E RFP, both scopes seem similar in regards to the utilities engineering services. Will the County be issuing a separate Utilities A/E Request for Proposal, or have the civil and utilities engineering proposals been consolidated into the current A/E - 17-0885MS RFP?

Response: The County is currently soliciting proposals for Utilities, Architectural Engineering service under Request for Proposal No. 17-0523JE. Please check mymanatee.org for further details.

Question 4. Regarding C.01.15 Explanation of the Proposers' Financial Capacity. What specifically do you want?

Response: Please provide a brief summary regarding your organization's financial security.

Question 5. What are the insurance requirements on this RFP?

Response: This will be negotiated but insurance may include but not limited to: General Liability, Professional Liability, Automobile, Employer's Liability, and Worker's Compensation.

Question 6. We are a medium size engineering consultant offering civil, structural, utilities and surveying services. On page 13 of the RFP for Architectural/Engineering Services, section "a" under B.02 Scope, mentions approximately 20 specialties. Section "b" requests that "the successful proposer shall be responsible for all architectural and engineering functions". Please clarify whether in order to qualify and be selected, a consultant has to show all above specialties, either in house, or as subs in the proposal. Could our company be selected to provide just the services we have in house? Will you consider engineers and architects separately in each specialty?

Response: Firms are encouraged to provide a proposal in any and all specialties since more than one proposer may be selected.

Question 7. In C.01.4 a- Value of contract - Does this mean the contact for our services only or for total services including construction costs?

Response: The value of the firm's contract with the client.

Question 8. In C.01.6 – Does principal and other key personnel include our team of consultants or just from our firm? I ask this because in C.01.8 it talks about how we will use our subcontractors but does not specifically ask for who those are. Do you want names of the consultants?

Response: Section C.01.6 requires firms to identify each principal and key personnel. Section C.01.8 requires firms to include a subcontractor plan with their proposal.

Question 9. In Section D: Evaluation of Proposals, does the County intend to select and negotiate an agreement with multiple firms for this RFP?

Response: The County reserves the right to select more than one firm as a result of this RFP.

Question 10. Is the Architect or Engineer intended to be the prime applicant?

Response: The County reserves the right to select more than one firm as a result of this RFP.

Question 11. Can you identify any specific projects covered by this RFP?

Response: This is for future projects in Manatee County.

Question 12. How many Proposers will be selected for this RFP?

Response: Please see response to Questions 9.

Proposals are to be prepared as instructed in this Request for Proposal and shall be received at Manatee County Purchasing Division, Suite 803, 1112 Manatee Avenue West, Bradenton, FL 34205 on or before **3:00 P.M. on May 3, 2017.**

Regards,


Monica Sell
Contracts Negotiator

JSW