

**SEMINOLE COUNTY, FLORIDA**  
**PRE-PROPOSAL MEETING**  
***(Non-Mandatory)***

**PS-6780-25/LNF – Construction Manager at Risk (CMAR) Seminole County Medical Examiner’s Office**

**Wednesday, September 24, 2025 @ 9:00AM (EST)**  
**AGENDA**

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Only interpretation or correction so given by the Purchasing and Contracts Division, in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the Bidding Documents.

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**Project:** PS-6780-25/LNF – Construction Manager at Risk (CMAR) Seminole County Medical Examiner’s Office

1. **Introductions:** (Provide for round-table introductions)
2. **Due Date and Time:** October 29, 2025, at 2:00 P.M. (EST)  
Via electronic submission to:  
<https://secure.procurenw.com/portal/seminolefl>
3. **Seminole County Representatives:**  
  
**Fleet and Facilities Department:** Nick Brow, Project Manager  
Anthony Maddox, Division Manager  
Chad Wilsky, Director  
  
**Purchasing Division:** Leticia Figueroa, Procurement Administrator  
Robert Bradley, Procurement Manager  
Steve Koontz, Deputy Director Resource Mgmt.
4. **Contract Documents:** Contract documents can be obtained directly from the COUNTY. This package can be downloaded free from the County’s website [www.seminolecountyfl.gov/purchasing](http://www.seminolecountyfl.gov/purchasing) (Select Current Procurement), or by calling 407-665-7116.
5. **Project Description:** The Seminole County Board of County Commissioners is soliciting proposals from qualified architectural and engineering firms to provide comprehensive services for the planning, design, and construction of a new Medical Examiner’s Office facility. These services will include facility programming, site evaluation and selection, full design development, and construction administration.
6. **Estimated Usage:** \$18M over the term of the Agreement of seven (7) total years.
7. **Draft Agreement:** The resulting contract will be for a period of five (5) years, with (2) one year renewal options from the execution of the Agreement. It is imperative for all prospective proposers to carefully review the Draft Agreement, and **Insurance Coverage Requirements** within the solicitation package to ensure that all questions that arise will be answered prior to the closing of this solicitation, with respect to clarifications

of the terms and conditions as well as any requested revisions to the Agreement. Any revisions requested after recommendation of award will be denied.

8. Authorization for work under this Agreement will be in the form of written Work Orders.
  - Work Order #1 will be for Pre-Construction Services.
  - Work Order #2 will be for the Guaranteed Maximum Price (GMP) for the completion of the entire first phase of this project.
  
9. **Request for Interpretation of Contract Documents:** Following the conclusion of this pre-proposal conference, any requests for information on this project must be made through the assigned Procurement Analyst. Any requests for technical information must be presented in writing to the Procurement Analyst. Responses to these requests will be posted on the County website in addenda form. Contact information provided as follows: Leticia Figueroa, Procurement Administrator Analyst via email at [lfiqueroa@seminolecountyfl.gov](mailto:lfiqueroa@seminolecountyfl.gov) or via the question option within OpenGov at <https://secure.procurenow.com/portal/seminolefl>. **Oral and other interpretations or clarifications will be without legal effect. Questions will not be accepted during the last ten (10) days prior to proposal due date unless otherwise specified by the Seminole County Purchasing and Contracts Division. \*Last Day for questions will be October 17, 2025 at 5:00 PM (EST)\***
  
10. **Contact:** All prospective Proposers are hereby instructed not to contact the Project Manager, other department staff or any member of the Seminole County Board of County Commissioners, County Manager, or Seminole County Staff members other than the noted procurement analyst regarding this PS or their proposal at any time prior to the posting on the Web Site of the final Board approved ranking. Any such contact shall be cause for rejection of your proposal.
  
11. **Presentation of Project Overview:** to be provided by Seminole County Facilities Department Project Manager.

**THANK YOU FOR YOUR INTEREST IN DOING BUSINESS  
WITH SEMINOLE COUNTY!**

**ANY QUESTIONS?**