

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

PS-6847-25/HSM – Construction Manager at Risk (CMAR) for Fire Department Capital Improvement Projects

Justice James E.C. Perry Annex
91 Eslinger Way
Sanford, FL 32773
2nd Floor Training Room

Wednesday, November 5, 2025 @ 9:00 AM

Only interpretation or correction 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.

1. **Introductions:** (Provide for round-table introductions)
2. **Due Date and Time:** **November 24, 2025** at 2:00 P.M. (EST)
Via electronic submission to:
<https://secure.procurenw.com/portal/seminolefl>
3. **Seminole County Representatives:**

Facilities Management: Chad Wilsky, Fleet & Facilities Director
Nick Brow, Project Manager II

SC Fire Department: Matthew Kinley, Fire Chief
Matt Hettler, Deputy Fire Chief

Purchasing Division: Herronda Mortimer, Senior Procurement Analyst
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 (Select Current Procurement), or by calling 407-665-7116.
5. **Project Description:** Seminole County (COUNTY) is actively seeking a Construction Manager (CM) to assist the COUNTY and it's Architecture/Engineering (A/E) Consultants during the preconstruction phase, and to then perform construction services thereafter as a Construction Manager-at-Risk for Seminole County Fire Department Capital Improvements. As the Fire Department continues to grow and expand in order to address the needs of the surrounding community additional Fire Stations must be constructed. It is anticipated the following new Fire Stations will require CM services: Fire Stations 23, 28, 10, 18, and 22. In addition, renovation of existing Fire Station facilities throughout the County will be included under this scope of services as identified under the Capital Improvement plan. During the development of each project a business case will be prepared by the CM for the COUNTY to evaluate the cost of renovation versus cost of replacement. The COUNTY has the right to transition a Fire Station facility from a renovation project to a new replacement building project at the COUNTY's discretion, the project will remain under this scope of services.

Work under this scope of services will require the interpretation of large amounts of data prepared by the COUNTY's A/E, while also managing input from various COUNTY departments, agencies, and Board of County Commissioners, as well as external stakeholder groups.

6. **Project Estimate (Over Contract Term):** \$50,000,000.00

****Short listed firms will be required to submit a sealed package containing both pre-construction and management fees for the project at the time of presentations. Required fees must be submitted on the County approved Appendix A.***

7. **Draft Agreement:** The resulting contract will be for a period of five (5) years, with two (2), One (1) 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

8. Authorization for work under this Agreement will be in the form of written Work Orders.

- Each Issued Work Order will be for a Guaranteed Maximum Price (GMP) for the specified tasks.

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: Herronda S. Mortimer, Senior Procurement Analyst via email at hmortimer@seminolecountyfl.gov (407) 665-7113 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 November 14, 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 will be cause for rejection of your proposal.

11. **Presentation of Project Overview:** to be provided by Seminole County Facilities Management and Fire Department Representatives.

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

ANY QUESTIONS?