

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

PS-7246-26/NBM – Owner’s Representation Services for Seminole County Indoor Sports Complex

Monday, June 8, 2026 @ 10:30AM (EST)
AGENDA

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.

PS-7224-26/NBM – Owner’s Representation Services for Seminole County Indoor Sports Complex

1. **Introductions:** (Provide for round-table introductions)
2. **Due Date and Time:** July 1, 2026, at 2:00 P.M. (EST)
Via electronic submission to:
<https://secure.procurenow.com/portal/seminolefl>
3. **Seminole County Representatives:**

Fleet and Facilities Department: Nick Brow, Facilities Development Manager
Anthony Maddox, Facilities Deputy Director
Chad Wilsky, Facilities Director

Parks and Recreation Department: Rick Durr, Parks & Recreation Director

Purchasing Division: Robert Bradley, Purchasing Manager
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:** (PS-7246-26/NBM) The Seminole County Board of County Commissioners is soliciting proposals from qualified firms to provide Owner Representation services for the planning, design, preconstruction, construction, and closeout of a new Indoor Sports Complex.

The project is envisioned as a multi-use indoor sports and event facility capable of supporting athletic tournaments, community programming, large-scale gatherings, and simultaneous event operations. The facility is anticipated to include indoor court and event hall spaces, outdoor beach volleyball courts, spectator and public support areas, administrative and operations spaces, food service and concession components, site parking and circulation improvements, utilities, landscaping, wayfinding signage, and related site infrastructure.

The selected Owner Representative shall use the Seminole County Indoor Sports Complex Facility Program as the basis for supporting project coordination, confirming

project requirements, monitoring design and construction progress, and assisting County staff with project delivery. The Facility Program shall be attached to this Scope of Work as Attachment A and incorporated by reference. The selected firm may be required to assist the County in validating, refining, and reconciling program requirements in coordination with the architectural and engineering consultant, Construction Manager at Risk, County departments, agencies, and project stakeholders.

Services are expected to include project facilitation, stakeholder coordination, meeting management, schedule monitoring, budget tracking, document review, risk identification, procurement and delivery coordination, review of design milestone submissions, coordination with the CMAR during preconstruction, review of cost estimates and value engineering options, assistance with Guaranteed Maximum Price review, construction-phase coordination, change management support, pay application review, progress reporting, issue tracking, closeout coordination, and other Owner Representation services requested by the County through final project completion.

The selected Owner Representative will serve as an extension of County staff and shall coordinate closely with Seminole County, the architectural and engineering consultant, the CMAR, and key stakeholders to support delivery of a high-quality, durable, code-compliant, operationally efficient, and flexible regional sports and event facility that meets current and future community, athletic, and event programming needs while considering long-term operations and maintenance costs.

Proposals must clearly demonstrate the qualifications and relevant experience of both the firm and the proposed project team, with an emphasis on successful Owner Representation, project management, construction administration support, and delivery of comparable public sector, large-scale public assembly, athletic, recreation, event, civic, or similar facilities using the Construction Manager at Risk delivery method.

6. ***Estimated Usage: To be determined 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.
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: Naomi Marinez, Sr. Procurement Analyst at nmarinez@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 June 22, 2026 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?