

December 31, 2024

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 24-642, Architectural and Engineering Services for the Polk County Agricultural Center Complex

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Receiving date extension, Questions and answers.

The Proposal Receiving Date has been extended one (1) week. The revised Proposal Receiving Date is Wednesday, January 15, 2025, prior to 2:00 p.m.

Tabatha Shirah

Tabatha Shirah
Procurement Analyst
Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 24-642, Architectural and Engineering Services for the Polk County Agricultural Center Complex

Addendum #1

Question 1: Can you confirm we have additional business days after the January 8th proposal deadline to receive the Survey Questionnaire back from previous clients?

Answer 1: Proposers do not receive additional business days to submit their proposals. If a Survey Questionnaire is missing or missing information Procurement will contact proposer and allow up to 3 business days for appropriate information to be submitted.

Question 2: What Tab should Submittal Documents and Signed Addendums be put under?

Answer 2: Please place these items in "Tab 1, Executive Summary," after item "e."

Question 3: When will the Pre-Submittal sign-in sheet be dispersed?

Answer 3: Yes, attendance can be found on the RFP Webpage:

<https://www.polk-county.net/bid-form/rfp-24-642/>

Question 4: All on the Pre-Submittal meeting sign-in sheet will receive Addenda?

Answer 4: Yes, all proposers that provided an email address on the pre-proposal meeting sign-in sheet were added to the registration list for addenda notifications.

Additionally, all addendums are posted on the RFP webpage: <https://www.polk-county.net/bid-form/rfp-24-642/>.

Question 5: Currently, the County has multiple A/E RFP's open that take this approach, and it appears that these forms are identical for each RFP beyond the County's RFP title. Our clients have found the repetitive process of us asking them to complete the same survey for Polk County for the same project frustrating.

- 1) Can the County please allow us to submit Polk County Survey Questionnaires that were solicited and completed by our clients for previous Polk County RFP's? For example, if we have a survey for a project that we submitted last month with RFP 24-643 (or any previous Polk County RFP), can we submit the same form for RFP 24-642 (assuming we're using the same past project as a reference for both RFP's)?
- 2) In the future, can Polk County please standardize this form so that they can be completed one time by our clients for completed projects?

- Answer 5:** 1) Yes, surveys from prior RFP submittals may be used if they meet the following criteria.
- i. The survey questions are the same
 - ii. The scope of work of the prior RFP survey you are submitting is similar to the scope of the work of this RFP.
 - iii. The survey submitted is for one of the projects identified under Tab 3.
 - iv. If submitting a survey from a prior RFP, please manually strike through the RFP number and name on the top of the survey and write in the appropriate RFP number and name that matches the RFP you are submitting a proposal for.
- 2) Process is being reviewed.

Question 6: As written in the Sample Services Agreement, in Section 14.2.1, the indemnification provision is not in compliance with F.S. 725.08 for design professionals in a professional services contract with a public agency. Would the County replace Section 14.2.1 and insert the following (shown below), which is F.S. 725.08 compliant for a professional services contract?

“the Consultant shall indemnify and hold harmless the County and its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant, in the performance of the Agreement.”

Answer 6: Changes to the agreement will be during negotiations with the awarded architectural firm.