

December 31, 2024

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

24-699, Architectural and Engineering Services Roads & Drainage Division Mulberry Roadway Maintenance Facility

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

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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 24-699, Architectural & Engineering Services for Roads & Drainage Division
Mulberry Roadway Maintenance Facility**

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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?

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- 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.

Question 7: Tab 4 allocates one point for each sub-consultant firm that is a Polk County Entity. If one Polk County Entity firm provides several different roles for this project, can that firm earn more than one point?

Answer 7: No, one point will be allocated for each sub-consultant meeting Polk County Entity requirements. Please see Proposal Package, Tab 4 (page 9):
*If the Proposer is not a Polk County Entity but is utilizing one or more sub-consultants that are a Polk County Entity to assist in performing the scope of work, then **the Proposal will be allocated one (1) point for each sub-consultant which is a Polk County Entity up to a maximum of five (5) points.***

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Question 8: Tab 4 requires documentation of sub-consultant headquarters and local offices.
1) Can this documentation simply be their address? 2) If not, what is the County requiring as documentation?

Answer 8: 1) No, just listing an address is not considered documentation.
2) Please see highlighted section below, from Proposal Package, Tab 4 (page 9) :

- Proposers or sub-consultants will be allocated points if they meet the following Polk County Government definition of Polk County Entity.
 - The term “Polk County Entity” means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day-to-day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. **This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County.** The County shall have the right, but not the obligation, to verify the foregoing requirements.

Question 9: The last sub-bullet of Tab 3 requires a brief resume for each key personnel, but the fourth bullet also asks for resumes. 1) Will the resumes for the fourth bullet fulfill the requirements of the last sub-bullet? 2) If not, what is the expected difference between the resumes of the fourth bullet and the resumes of the last sub-bullet?

Answer 9: 1) No.
2) Tab 3 – Bullet 4 is asking for resumes of key staff presented in the consultant’s response who will be utilized to work on this contract. Tab 3 – Bullet 6 is asking for resumes of any subconsultant staff that will be assigned to perform any subconsultant work, if any is identified.

Question 10: Page 23 is a form for Proposers Incorporation Information. Where in our submittal should this form be placed?

Answer 10: Please see answer to Question #2 above.

Question 11: Page 27 is a form for Affidavit Certification Immigration Laws. Where in our submittal should this form be placed?

Answer 11: Please see answer to Question #2 above.

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Question 12: Page 28 is a form for Affidavit Regarding the Use of Coercion for Labor or Services. Where in our submittal should this form be placed?

Answer 12: Please see answer to Question #2 above.

Question 13: Is CMHM Architects precluded from submitting on RFP 24-699?

Answer 13: No, the Feasibility Study CMHM Architects performed was provided to all Proposers on the FTP Site. CMHM Architects does not have any additional information, all available information has been provided to all proposers.

Question 14: Would a Service-Disabled Veteran-Owned Small Business count towards the points in Tab 5?

Answer 14: No.

Question 15: What is the anticipated budget for this project?

Answer 15: Total Estimated Budget: \$7,882,663.00, breakdown can be found on page 126 of the Feasibility Study located on the FTP Site.

Question 16: What is the anticipated completion date for this project?

Answer 16: Anticipated project timeline and schedule breakdown can be found on page 127 of the Feasibility Study located on the FTP Site.