

March 20, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 25-308, Roads & Drainage Construction Engineering and Inspection (CEI) Professional Services

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: questions and answers

All references in the bid documents to Michael Guerrero and email michaelguerrero@polk-county.net are hereby replaced by Ken Brush and email kenbrush@polk-county.net.

Ken Brush

Procurement Contracts Manager

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 25-308, Roads & Drainage Construction Engineering and Inspection
(CEI) Professional Services
Addendum #1(Continued)**

Question 1: Can project examples required in Tab 3 include project experience of key staff prior to joining the submitting firm?

Answer 1: No. The projects to be identified are to be projects that have been performed by the Proposer submitting a Proposal.

Tab 3 Experience, Expertise, Personnel and Technical Resources (35 points) States:

Provide a minimum of three (3) and a maximum of five (5) recent projects performed within the past ten (10) years as the prime firm performing the CEI services for road infrastructure projects where the construction costs are under \$7.0 million. (Limit response to one (1) page per project)

- For each project please provide:
 - a) Name and location of the project;
 - b) Size and cost of the project;
 - c) Project representative name, address, phone number, and email address
 - d) Start date, date project was completed or is anticipated to be completed; compare to the original date.
 - e) The nature of the firm's responsibility on the project;
 - f) Identify the key staff and their role in each project;
 - g) Identify working relationship of consultants or joint venture on project, if applicable;
 - h) Provide the original budget and the final budget of the project. Explain the reason(s) for differences, such as owner requested change, contractor claim, and insufficient plans and specifications.
 - i) List of any time extensions created by item h above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract.
- The key staff presented in the consultant's response shall be the staff utilized on this contract. Please provide the resumes of the key staff including, but not limited to, the items in the list below (One (1) page maximum per resume):
 - a) Name and current position held by the person
 - b) Name, title and project assignment
 - c) Experience:
 - 1) Types of projects.
 - 2) Size of projects (dollar value of project).
 - 3) What were their specific project involvements?
- Demonstrate each key staff's availability and office and home location to respond to the needs of the project (Two (2) pages maximum for all key staff member)
- Identify any sub-consultants to be used, if any. For each sub consultant identified please provide:
 - Name of sub-consultant.
 - Address

- Their locations that can be utilized to expedite a deliverable if required.
- A brief description of their experience outlining their qualifications to perform the intended services
- A brief resume for each key personnel that will be assigned to perform the intended services

Question 2: Can project examples required in Tab 3 include project experience from subconsultants?

Answer 2: No, please see answer to question number 1 above.

Question 3: RFP 25-308, Roads/Drainage CEI and wish to clarify the County's instructions for Tab 7 – Staff Availability for Work Assignments (RFP Pg 12) which states "Limit response to two (1) pages maximum." Since pages is plural it appears the intent is for two pages, but there is a conflict so should the number 1 be the number 2, as in (2) pages maximum?

Answer 3: That is correct. The statement on page 12, Tab 7, should read as follows:

Tab 7 – Staff Availability for Work Assignments (5 Points)

- **Describe the firms' current and future projected workload. Describe specifically the ability of the firm to provide staff for project assignments as needed. (Limit response to two (2) pages maximum)**