

August 21, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
ADDENDUM #1

RFP 25-599, Construction Manager at Risk (CMAR) – Medical Examiner Expansion & Renovation

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.

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: _____

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Question 1: Can the County allow us to submit Polk County Survey Questionnaires that were solicited and completed by our clients for previous Polk County RFP's?

Answer 1: 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.

Question 2: The RFP states that the proposal must be submitted in a 3-ring binder. Would Polk County accept a spiral-bound format instead, provided that all requested tabs and documentation are included and clearly organized?

Answer 2: Spiral-bound is acceptable format.

Question 3: 1) Electronic submissions via Kiteworks, are we still required to submit one original and five hard-copy binders, or may we submit only the electronic package? 2) The RFP lists separate Tabs in PDF format. Should we upload five individually labeled PDFs (e.g. "RFP 25-599 Tab 1.pdf"), or combine everything into one bookmarked PDF?

Answer 3: 1) For electronic submissions via Kiteworks, only the electronic package is required. Hard copies are required only for non-electronic submissions.
2) Individual labeled PDF's for each Tab.

Question 4: Want to confirm that Exhibit 1 is not required to be included with each survey questionnaire, and that it is only provided as a reference for completing the top portion of the survey?

Answer 4: Exhibit 1 is detailed instructions on how to prepare and send performance surveys. It is not to be submitted with questionnaire.

Question 5: 1) Regarding Tab 6 of this RFP, please advise if proposers will be allocated points for inclusion of MBE sub-consultants.

2) We've noticed several municipalities removing this particular qualification from the scoring criteria and our request is if the County would give any consideration to doing so?

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Answer 5: 1) Yes proposers will be allocated points for women or minority business enterprises as defined in Tab 6 on page 10 & 11 of Bid Package.
2) The County does not intend to remove this scoring criteria at this time.

Question 6: Tab 3 states to provide similar CMAR projects performed for public entities. If a company has experience in medical offices and facilities in the private sector, are we able to use those in Tab 3?

Answer 6: Medical offices would not be considered a similar scope; private sector surgical centers could be considered acceptable. See “Revision 1” below.

Question 7: Address for project site?

Answer 7: The existing Polk County Medical Examiner’s office located at 1021 Jim Keene Blvd., Winter Haven, FL 33880.

Question 8: Are background checks required for this project? If so, do they apply to all staff involved in the project or only to personnel present during the construction phase?

Answer 8: Yes, we will be requiring background checks for this project for all staff involved.

Question 9: Would the County consider extending the timeframe from 10 years to 20 years for similar projects shown in Tab 3?

Answer 9: The County will extend Tab 3 from 10 to 20 years for similar projects. Contractor must show that it is similar in nature. See “Revision 1” below.

Revision 1

RFP Package, Tab 3, page 7:

Delete in entirety:

Provide a minimum of three (3) and a maximum of five (5) similar CMAR projects performed for public entities which best illustrate the experience of the prime Contractor and current staff. (List no more than five (5) projects completed within the last ten (10) years.) (Maximum of one (1) page only per project).

For each project please provide:

- a) Name and location of the projects.
- b) The nature of the Contractor’s responsibility on the projects.
- c) Project Owner’s representative name, address and phone number.
- d) Date projects were completed or are anticipated to be completed.
- e) Size of projects (gross S.F. and/or area of construction).
- f) Cost of projects (construction cost).
- g) List of change orders, including dollar amount, which were the result of unforeseen circumstances or design errors/oversights; and any time extensions created as a result of the change order
- h) Work for which your staff was responsible (self performed).

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- i) Project manager, superintendent and other key professionals involved in the projects.

Replace with:

Provide a minimum of three (3) and a maximum of five (5) similar CMAR projects performed which best illustrate the experience of the prime Contractor and current staff. (List no more than five (5) projects completed within the last twenty (20) years.) (Maximum of one (1) page only per project). For each project please provide:

- a) Name and location of the projects.
- b) The nature of the Contractor's responsibility on the projects.
- c) Project Owner's representative name, address and phone number.
- d) Date projects were completed or are anticipated to be completed.
- e) Size of projects (gross S.F. and/or area of construction).
- f) Cost of projects (construction cost).
- g) List of change orders, including dollar amount, which were the result of unforeseen circumstances or design errors/oversights; and any time extensions created as a result of the change order
- h) Work for which your staff was responsible (self performed).
- i) Project manager, superintendent and other key professionals involved in the projects.