

November 6, 2025

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

## ADDENDUM #2 RFP# 25-688, Construction Manager at Risk – Northwest and Southwest Regional Wastewater Treatment Facility Improvements

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This addendum is issued to clarify, add to, revise and/or delete items of the Contract Documents for this work. This Addendum is a part of the Contract Documents and acknowledgment of its receipt shall be noted below and on the Bid Submittal Form.

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Contained within this addendum: modification to Tab 3, Experience and Expertise, Personnel & Technical Resources; questions and answers

***Brad Howard***

Brad Howard  
Sr. Procurement Analyst  
Procurement Division

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**This Addendum sheet should be signed and submitted with your bid submittal.**

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

# **RFP# 25-688, CONSTRUCTION MANAGER AT RISK – NORTHWEST AND SOUTHWEST REGIONAL WASTEWATER TREATMENT FACILITY IMPROVEMENTS ADDENDUM #2**

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## **Modification to Tab 3, Experience and Expertise, Personnel & Technical Resources**

The first sentence is revised to: Provide a minimum of three (3) and a maximum of ten (10) similar CMAR projects performed for public entities which best illustrate the experience of the contractor and related staff.

## **Questions and Answers**

- Q1: The RFP instructions (page 4) specify that electronic submittals through Kiteworks should be uploaded as separate PDF files labeled “RFP 25-688 Tab 1,” “Tab 2,” etc. Please confirm whether this single bookmarked PDF format will be accepted for the electronic submittal.
- A1: Yes, a single pdf is acceptable.
- Q2: The solicitation references Appendix A (Summary Reports) and Appendix B (Supplementary Conditions – FDEP Requirements) within the project background and scope sections. However, these appendices were not included in the RFP package provided for download. Could you please confirm whether Appendix A and Appendix B will be issued as part of an addendum or if these documents are available for download from an alternate location?
- A2: Yes, Appendices A and B are available on the FTP site. To obtain a copy of the documents please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder “RFP 25-688 CMAR for NWSWRWWTF Improvements.zip”, select “Open” or “Save As” to download the documents.
- Q3: We noted that Tab 2 – Approach to the Project is limited to a maximum of five (5) pages. We respectfully request that the County consider increasing the page limit for Tab 2 to ten (10) pages.
- A3: The County maintains a maximum of five (5) pages for responses to Tab 2 – Approach to the Project.
- Q4: We noted that Tab 4 – Scheduling and Cost Control is limited to a maximum of three (3) pages, plus the required sample schedule. We respectfully request that the County consider increasing the page limit for Tab 4 to five (5) pages.
- A4: The County agrees to increase the page limit for Tab 4 - Scheduling and Cost Control to a maximum of five (5) pages.
- Q5: We respectfully request that the County consider extending the proposal submittal deadline by at least two (2) additional weeks beyond the current due date of November 26, 2025. The current schedule places the submittal period directly across the

Thanksgiving holiday week, when many key team members, partners, and subcontractors will have limited availability. Considering the complexity of this solicitation and the coordination efforts required, the additional time would allow proposers to ensure a more complete, accurate, and carefully developed response that fully aligns with the County's expectations.

- A5: Due to the necessity for the selected CMAR Contractor to be an integral part of the current design Contractor's scheduled milestones, the RFP due date of November 26, 2025, must be maintained.
- Q6: In regards to requested qualifications will there be a preference or requirement for Wastewater MBR experience and is there a minimum number of years of CMAR experience required?
- A6: The CMAR experience verification is part of Tab 3, Experience and Expertise, Personnel & Technical Resources. The Contractor is to provide a minimum of 3 and a maximum of 10 CMAR projects performed for public entities which best illustrate the experience of the Contractor and related staff. The selection will be based on experience working on all types of wastewater treatment facilities. There are no minimum years of CMAR experience.
- Q7: In regard to Tab 3, Item III, would it be acceptable to Polk County to add (1) page to the CMAR proposal before the project references to address the project related capabilities?
- A7: The County agrees to add (1) page to the CMAR proposal before the project references to address the project related capabilities is acceptable, but it is not required.
- Q8: On page 6 of the RFP, it states that the summary reports from your consultants are included in Appendix A - Biosolids Dewatering Alternatives, December 2022, prepared by Hazen & Sawyer and Conceptual Clarification and Filtration Improvements at the NWRWWTF and SWRWWTF, March 2024, prepared by Carollo. These documents are not listed on the procurement site or within the RFP. Will these documents be made available?
- A8: Please see A2 above.