

February 6, 2026

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 25-687, Planning Services for the Polk Transportation Planning Organization (TPO)

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/answers and bid receiving extension.

The Bid Receiving Date has been extended one (1) week. The revised Bid Receiving Date is Wednesday, February 18, 2026, prior to 2:00 p.m. The deadline for submitting questions has passed, and no additional questions will be accepted.

Addendum 2 forthcoming.

Tabatha Shirah

Tabatha Shirah
Sr. 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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Q 1: Who has been identified as the Review Committee for the proposal and if different for interviews/presentation?

A 1: Selection Committee for this RFP:

1. Ryan Kordek, Polk TPO
2. Angela Kaufman, Polk TPO
3. Tracy Mullins, Polk TPO
4. Lorenzo Thomas, Polk TPO
5. Darrel Johnson, Supplier Diversity

Q 2: Have dates for shortlisting, interview/presentation and selection been set?

A 2: Dates have been finalized and posted on the RFP webpage; however they are subject to change. Link: <https://www.polkfl.gov/bid-form/rfp-25-687/>

Q3: Attachment I - FDOT AI Policy - are we to acknowledge / sign this form, or merely include it under Tab 8?

A3: Yes, we would request that Attachment I: FDOT AI Policy 010-325-065 be signed by an authorized officer or representative of the company.

Q4: Is there specific criteria for the size of the organizational chart, can it be 11x17?

A4: No specific size requirements apply to organizational charts included in hard copy submittals.

Q5: Attachment A - Public Entities Crime Affidavit and Exhibit B (actually F2) - Appendix A, 44 C.F.R. Part 18 – Certification Regarding Lobbying are both requested in both Tabs 1 and 8. Can you please confirm if they are indeed to be placed in both sections, and if not, which section should they be included?

A5: Tab 8.

Q6: Attachments E2, E3 and E5 - FDOT Forms - are we to include these, and if so, can you please provide further instructions on how to complete them?

A6: List of forms to provide with submittal is provided in Tab 8. Instructions from FDOT are provided on forms.

Q7: Attachment I - FDOT AI Policy - are we to acknowledge / sign this form, or merely include it under Tab 8?

A7: Yes.

Q8: Can we include hyperlinks within our proposal?

A8: No.

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- Q9:** Would you be able to provide a bit more detail about which kinds of projects are included under the following Major Types of Work? We want to make sure we're including the appropriate project examples.
- Safety and Security Planning
 - System connectivity
 - Land Planning/Engineering
 - Transportation Statistics, including traffic statistics and traffic data collection
 - Transportation System Monitoring/Data Collection
 - Transportation Improvement Program
- Q9:** Please see RFP Package, Scope of Work – page 8-10.
- Q10:** If we use one project for two separate categories of Major Types of Work, we assume that we have the client fill out a separate survey for both Major Types of Work under which we list the project. Is that correct?
- A10:** As stated in RFP Package, Exhibit 1, page 37: “The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, **one person may evaluate several different jobs.**”
- Q11:** Is it okay to have 11x17 pages?
- A11:** Yes.
- Q12:** Is it okay to have transition pages, cover pages, and a table of contents?
- A12:** Yes.
- Q13:** Is there a limit on number of resumes?
- Q13:** No.
- Q14:** Do you have a preferred way for us to demonstrate our qualifications in Tab 4 – *Interactions with TPO and Regulatory Agency Staff*? Specifically, how would you like us to provide documentation supporting the specialized qualifications of the proposed staff as outlined in RFP 25-687, page 16, Tab 4?
- A14:** Provide a narrative describing the firm's experience and ability to work with the listed agencies. Supporting documentation may include applicable agency certifications. Firms should demonstrate their qualifications to the best of their ability.
- Q15:** For Tab 5 – Timely Completion of Projects: Regarding workload would you prefer that we list the specific current and projected projects along with their anticipated completion dates, or is providing our current and projected staff availability percentages sufficient?
- Q15:** Sufficient, no required format.

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Q16: Included in the package of attachments from the FTP website are three forms not mentioned in the RFP; Attachment E2 - Competitive Purchase Attorney Cert, Attachment E3 - Competitive Purchase Documentation Form, and Attachment E5 - Competitive Purchase Price Analysis. These forms do not appear to be forms intended for firms submitting on this RFP to fill out. Can you confirm if these forms are supposed to be filled out by the prime firm?

A16: The forms mentioned above will be requested from the awarded firm(s).

Q17: In Tab 1 – Executive Summary, along with answering bullets (a–c), are we allowed to include a cover letter within the 2-page limit?

A17: Yes.

Q18: Due to underwriting restrictions, Consultant would need to request the following modifications to the insurance requirements outlined in the RFP General Conditions to be compliant. Consultant needs to clarify that the County would need named as an additional insured on its Commercial General and Auto policies not a “named insured”. Additionally, Consultant, as a design professional, cannot provide broad form contractual liability insurance, cannot apply contractual liability to indemnification, or provide “specifically covering” language. Indemnification provisions cover professional negligence and gross negligence, IP infringement, etc. which are not covered under commercial general liability policies. Consultant can provide contractual liability that is consistent with the contractual liability coverage afforded under the standard ISO GL form. Would the County be amenable?

A18: The County will discuss any potential agreement language changes with the awarded firm(s) during negotiations

Q19: As currently written, the City’s indemnification provision contained in the RFP General Conditions appears to overreach what is enforceable under Fla. Stat. § 725.08. Would the City be amendable to modifying this provision as follows upon any contract award to ensure it is consistent with Fla. Stat. § 725.08?

A19: The County will discuss any potential agreement language changes with the awarded firm(s) during negotiations.