

February 25, 2026

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 2**

RFP# 26-066, Old Dixie Trail from Auburndale to Haines City (FPN 435391-2-38-01)

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Document for this work. This Addendum is a part of the RFP Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: questions/answers and document added to FTP Site.

FTP Site Instructions:

To obtain a copy of preliminary engineering report 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 procurevender and the password is solicitation. After you have logged in to the FTP site, double click on the file folder "**RFP 26-066, RFP Attachments**", select "Open" or "Save As" to download the proposal documents. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polkfl.gov.

Tabatha Shirah
Senior Procurement Analyst
Procurement Division

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

Signature: _____

Printed Name: _____

Title: _____

Company: _____

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ADDENDUM #2**

- Q1:** What is the design budget for the Project?
A1: The LAP is funded for \$2,000,335 for design. This is the anticipated design budget for all disciplines, including survey.
- Q2:** Would it be acceptable to use an 11x17 sheet for the organizational chart in our submittal?
A2: Yes.
- Q3:** Please confirm the maximum page limit for Tab 2, as the section notes a four-page maximum but lists three one-page narratives.
A3: Tab 2 shall now be limited to a **“Maximum of three (3) pages.”**
- Q4:** Who will serve on the Selection Committee and as the County Project Manager?
A4: **Selection Committee:** Doug Gable, Preston Warwick, Klayton Fees, Bill Lorenzo and Jose Fernandez
Project Manager: Preston Warwick
- Q5:** The RFP notes that FDOT forms are available via the provided website; however, the link appears to be inaccessible. Could you please advise where we can obtain the following forms: Drug Free Workplace Form (FDOT Form #375 040 18), Conflict of Interest Certification (FDOT Form #375 030 50), and FDOT Form No. 275 030 11 (Equal Opportunity Office)?
A5: Note for Tab 7 – Additional Forms and Documentation, page 11 of RFP Package shall now state:
*“NOTE: FDOT forms are available at the following website:
<https://www.fdot.gov/programmanagement/lap/forms/lapforms.shtm>”*
- Q6:** In Tab 3, proposers are asked to provide three to five past projects. May a project completed by a subconsultant be included as one of those projects?
A6: No, as stated in the RFP “Provide a minimum of three (3) and a maximum of five (5) projects performed within the past ten (10) years **for which your firm performed** sidewalk project engineering services of similar size and scope complexity.”
- Q7:** Is a proposed project schedule/CPM required for this submittal?
A7: A general schedule outline should be provided. Per the LAP agreement, all design services will be complete by 12/31/27.
- Q8:** Could you please confirm whether the trail construction for this project require asphalt, concrete, or if either material is acceptable? Understanding the required trail surface will help ensure that our proposal is accurate and compliant with the project specifications.
A8: The PD&E documents and all approved Typical Sections require a concrete sidewalk section.

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Q9: The PD&E documents on the public website do not include a preliminary engineering report. Has it been finalized, and can it be made available?

A9: Preliminary Engineering Report has been added to the FTP Site, instructions front page of addendum.