

May 20, 2026

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

**ADDENDUM #1
RFP# 26-116**

PROFESSIONAL ARCHITECTURAL & ENGINEERING CONTINUING SERVICES

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.

Contained within this addendum: questions and answers

Brad Howard

Brad Howard
Sr. Procurement Analyst
Procurement Division

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

Signature: _____

Printed Name: _____

Title: _____

Company: _____

BID 26-116, PROFESSIONAL ARCHITECTURAL & ENGINEERING CONTINUING SERVICES ADDENDUM #1

- Q1: With respect to the subject RFP, could you please clarify which division of the Polk County government the resulting contracts will be with? Is this for the County's Facilities Division?
- A1: The primary division will be Facilities Management which maintains the facilities of all Board of County Commissioners' divisions as well as Polk County Constitutional Offices. However, the contract will be with the Polk County Board of County Commissioners and not a specific division.
- Q2: Is this solicitation intended to procure professional A/E continuing services, with construction administration as part of the design consultant's role or is the County seeking CMAR services?
- A2: This RFP is for professional architectural & engineering services with construction administration as part of the architect's and engineer's role. It is the intent of the County to negotiate master agreements with selected firms.
- Q3: If the Scope of Services is intended to reflect the actual needs of the district, would the district consider proposals specifically for Architectural/Engineering services related to roofing and building enclosure design and consulting (including roofs, exterior walls, windows, waterproofing, and related enclosure systems)?
- A3: No, all Construction Specifications Institute (CSI) divisions.
- Q4: Which engineering professions are being requested alongside the architectural services that are required?
- A4: Please see A3.
- Q5: Does the scope of services include Building Enclosure Design/Consulting Services or Roof Design/Consulting Services?
- A5: Please see A3.
- Q6: Tab 5: W/MBE – Do firms that are registered as a Small Business Enterprise with another county (i.e. Hillsborough, etc.) and hold a certificate for such, qualify for a point under Polk County's RFP?
- A6: No, Tab 5 refers to firms that qualify as a "Certified Woman or Minority Business Enterprise" only. See Tab 5 (page 10) of the RFP document below.

Polk County's Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

- Valid W/MBE Certification from one of the following
 - Florida Minority Supplier Development Council
 - Women Business Enterprise National Council
 - The State of Florida Office of Supplier Diversity
 - Florida Department of Transportation
 - U. S. Small Business Administration
 - Federal Aviation Authority

- Other Florida governmental agencies

Q7: Tab 7: Surveys – In previous submittals, surveys completed within a certain timeframe were permitted to be “re-used”. Is this still acceptable and if so, what is the timeframe?

A7: Please see the requirements listed in Tab 3 #1. If a project meets these requirements, then it is acceptable.

Q8: Is a sample contract/agreement available for review of which the awarded firm is expected to execute?

A8: No.

Q9: Has the County identified projects of which are anticipated to be issued under this contract?

A9: There are no specific projects at this time.

Q10: Who are the current incumbents?

A10: The Lunz Group; Furr & Wegman; Grace Design Studios; CMHM Architects; Heery International; Clemons, Rutherford & Associates; and Borrelli & Partners.

Q11: For Tab 7, Surveys of Past Performance, would it be possible to include client surveys that we have received previously/in the past? In addition to any that we receive back for this specific pursuit?

A11: See A7.

Q12: For electronic submittals, you have asked that we upload our submission in sections according to the Tabs 1-7. You also list one called "submittal documents", is it safe to assume we would include the forms (Proposers Incorporation Information, Affidavit Certification Immigration Laws and Employment Eligibility Verification (E-Verify) Certification) in the section titled "submittal documents"? Is there anything additional we need to include in the "submittal documents" section?

A12: Yes, any information not specifically requested in Tabs 1-7 should be included in the “submittal documents”.

Q13: Will the County be selecting separate firms to provide architecture services and firms to provide engineering services? Or does the project team need to provide all the services listed in the RFP?

A13: No, the firms selected should provide architectural and engineering services.

Q14: Can you clarify which administrative forms must be submitted with the proposal package?

A14: All forms included within the RFP document.

Q15: We received a client survey back; however, they are not allowed to provide scores in references, only factual answers of "acceptable" or "not acceptable". Instead of a score unit of 1-10 they just wrote "acceptable". Will this be suitable to the County?

A15: Yes, the County may call the reference to verify.

Q16: On page 9 of the RFP, Tab 3. Item 3 Resumes, e.) Experience, 2) Size of projects (dollar value of project), can the County please clarify what they are looking for with the "size of projects"? Is this construction cost, fees, or just square footage? Any clarification is appreciated.

A16: As stated on page 9, "size of projects (dollar value of project)".