

June 22, 2026

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1 RFP# 26-290, A&E Services for the New Kathleen Government Center

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: _____

RFP# 26-290, A&E SERVICES FOR THE NEW KATHLEEN GOVERNMENT CENTER ADDENDUM #1

Questions and Answers

- Q1: What departments and services are intended to be in the new facility?
A1: It is intended that the same services currently provided at the Northeast Government Center will be provided in the Kathleen Government Center. These constitutions and divisions include the Polk County Clerk, County Building Division, Supervisor of Elections (seasonal office), Healthy Families Polk, Court Services (County), Property Appraiser, Public Defender, State Attorney, Tax Collector, Vital Statistics, and Florida's 10th Judicial Circuit.
- Q2: What does the county envision as "other community spaces on the 27-acre site" specified in the Background & Purpose section?
A2: To be determined through the design process and working with County staff to see what the most appropriate services are to provide to the residents of Kathleen.
- Q3: Please provide a copy of the pre-proposal sign-in sheet.
A3: To receive a copy of the sign-in sheet, please go to the following FTP site: <https://ftp3.polk-county.net>, and 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 26-290 Addendum 1.zip", select "Open" or "Save As" to download the file.
- Q4: Are proposers permitted to include the project schedule page in an 11" x 17" format, or must all proposal pages be submitted in standard letter size?
A4: Yes.
- Q5: For the Past Performance Survey requirement, are previously completed Polk County survey forms acceptable when they relate to the same project and client being submitted for this RFQ, even though the RFQ number shown in the survey header is from an earlier Polk County solicitation?
A5: Yes, surveys from prior RFP submittals may be used if they meet the following criteria:
a. The survey questions are the same.
b. The scope of work of the prior RFP survey you are submitting is similar to the scope of work for this RFP.
c. The survey submitted is for one of the projects identified under Tab 3.
d. 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 this RFP number and name.
- Q6: If we use the electronic submittal option, Kiteworks, will we receive confirmation that the submittal is received on time? If so, how will we receive that confirmation?
A6: No, Procurement will send you an invite email upon request and it is the submitter's responsibility to ensure that they submit the proposal prior to the receiving date and time.

- Q7: Is it appropriate to include the following with the "RFP 26-290 Submittal Documents" Tab/file: Cover letter; Table of Contents; Submittal page; required signed forms? If not, please advise where these items should be included.
- A7: Yes. Any documents not specifically requested in a certain tab may be included in Tab 1.
- Q8: Has the County conducted any site studies, analyses, or due diligence investigations for the project site? If so, would the County be willing to provide copies of any available reports or findings?
- A8: Facilities Management staff did an initial investigation. There are no reports or findings to provide.
- Q9: Has the County received comments, concerns, or feedback from the surrounding residential community regarding the project or site? If so, can any public records, meeting summaries, or related documentation be made available to proposers?
- A9: Yes, please refer to A3 to obtain a copy of the public comments. These documents are for informational purposes only and will not become a part of the resulting agreement.
- Q10: Is a current boundary, topographic, or other survey of the site available? If so, please provide a copy or indicate how it may be obtained.
- A10: Refer to the Polk County Property Appraiser's website – 6895 Kathleen Rd., Lakeland, FL 33810 The County owns the retention pond in the southwest corner of the property.