

September 3, 2026

**POLK COUNTY, A POLITICAL SUBDIVISION OF**

**THE STATE OF FLORIDA**

**ADDENDUM #2**

**RFP #26-370**

**Grant Administration for Community Development Block Grant (CDBG) Disaster  
Recovery (DR) Infrastructure Repair Program**

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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.

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Contained within this addendum: Revision, Questions and Answers

To obtain a copy of the grant agreement, Davis-Bacon, and Section 3 Compliance 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 26-370, Grant Administration Infrastructure Repair.zip**", select "Open" or "Save As" to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Jason Flucker-Williams at [jasonfluckerwilliams@polkfl.gov](mailto:jasonfluckerwilliams@polkfl.gov)

*Jason Flucker-Williams*

Jason Flucker-Williams

Procurement Analyst

Procurement Division

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**This Addendum sheet should be signed and submitted with your submittal. This is the  
only acknowledgment required.**

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

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

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

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

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**Revision:**

**Delete in its entirety:**

**Tab 4, Cost (15 Points)**

Please provide the total cost to provide these services within this tab. Only provide one total number, which is to include all services and travel as needed. If during Elevation Level 4, Contract negotiations, it is determined that additional services are needed, the cost amount submitted may also be negotiated. The Proposer with the lowest cost will receive the maximum 15 points.

**Replace with:**

**Tab 4, Cost (15 Points)**

***Please provide a blended hourly rate to be used to perform the services.***

The grant administration services described in this RFP are funded by a CDBG-DR grant. In accordance with the agreement, the total expenditure charged against these funds for these services shall not exceed \$200,000.00.

Polk County further reserves the right to increase this maximum federal funding threshold by reallocating other CDBG grant categories, provided that: (a) such budget modifications are permitted under the applicable federal grant agreement, (b) the transfer complies with cumulative budget revision thresholds under 2CFR Section 200.308, and (c) the total adjusted administrative allocation does not exceed HUD's statutory administrative cost caps. Any such increase in federal allocation is subject to formal budget amendment approval by the granting entity and will be executed at the sole discretion of the County.

Polk County reserves the right, at its sole discretion, to continue the services of the selected vendor beyond the \$200,000.00 federal grant threshold (or the final approved reallocated federal threshold). Any services rendered beyond this federal grant threshold will be funded entirely through Polk County's non-federal funding.

Additional funding for this project, beyond the \$200,000 federal grant threshold, can be approved by the County Manager via an amendment to this agreement.

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#### **Questions and Answers**

**Question 1:** Given the scale of the \$70 million CDBG-DR award and the potential complexity of federal procurement requirements, please clarify whether contractor procurement compliance support is included within the grant administration scope. If procurement compliance services are required, should those services be included within the stated \$200,000 project management budget, or would Polk County consider adjustments to the scope and/or contract value based on the level of effort required?

**Answer 1:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 2:** Can proposers submit a cost proposal that exceeds the stated \$200,000 amount if they believe the level of effort required to successfully perform the full scope warrants a higher budget? And would the County consider adjustments to the scope of services or phased service delivery to align with the available budget should a proposer determine that the full scope cannot reasonably be delivered within the stated amount?

**Answer 2:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. P Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 3:** Please clarify whether the selected grant administration consultant will serve as the County's primary Grant Administrator for Commerce Agreement No. MS024, or whether the consultant will work alongside a County-designated Grant Administrator.

**Answer 3:** The selected proposer will be working with a County-designated grant manager.

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**Question 4:** Of the five grant deliverables identified in the solicitation, which deliverables are expected to require direct grant administration support from the selected consultant, and are there separate budgets or not-to-exceed amounts allocated for grant administration services?

**Answer 4:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 5:** Does Polk County expect the selected consultant to provide grant administration services for the full \$70 million award through final closeout, including all construction phases, or only for specified phases or deliverables?

**Answer 5:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 6:** What is the anticipated contract start date, overall period of performance, and expected date for final grant closeout?

**Answer 6:** The anticipated start date is dependent on completing the RFP process, including contract negotiations and execution, is estimated to be January 2027. The final grant closeout must be completed prior to the grant expiration, April 30, 2030.

**Question 7:** Are grant administration personnel required to be physically located in Polk County or onsite for a specified number of days, or may routine grant administration activities be performed remotely with onsite attendance as needed?

**Answer 7:** Routine grant administration activities may be performed remotely, with onsite attendance as needed. Any specific onsite requirements will be determined during contract negotiations and further defined during the data collection phase of the project.

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**Question 8:** The scope states that the consultant will review certified payrolls and coordinate with the Grant Administrator. Please clarify if the consultant would be expected to perform the full labor standards compliance function, including payroll review, wage determination verification, worker interviews, restitution calculations, deficiency resolution, and maintenance of the labor standards enforcement file.

**Answer 8:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 9:** Please provide an estimate of the number of prime construction contracts and subcontractors anticipated to submit certified payrolls during the project.

**Answer 9:** There will be three (3) prime contractors, one (1) for each construction project, however the County does not have an estimated number of subcontractors. The number can vary depending on the selected prime contractors and the amount of work they will need to sub out.

**Question 10:** Will the County provide access to a labor compliance or certified payroll system, or should the selected consultant propose its own process or technology for tracking certified payroll reviews and exceptions?

**Answer 10:** The County will not be charging for any County labor to the grant. The vendor will need its own process or technology for tracking for Davis-Bacon review.

**Question 11:** Please clarify the expected role of the selected consultant in preparing and submitting financial activity to Florida Commerce, including whether the consultant will prepare reimbursement requests, reconcile expenditures to the general ledger, review supporting documentation, track match or leveraged funds, and maintain grant budget-to-actual schedules.

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**Answer 11:** The selected consultant will be responsible for tracking and reviewing documentation related to the CDBG-DR grant to ensure compliance with all applicable grant requirements. The County will be responsible for preparing and submitting reimbursement requests and reconciling. There are no matching fund requirements associated with this grant.

**Question 12:** What financial and grant management systems are currently used by Polk County for this award, and will the selected consultant receive appropriate system access?

**Answer 12:** The applicable financial and grant management systems, including any necessary system access for the selected consultant, will be identified and addressed during contract negotiations and the data collection phase

**Question 13:** Please clarify the extent of the selected consultant's responsibility for Section 3 compliance, including contractor education, tracking labor hours, reviewing contractor reports, documenting qualitative efforts, resolving deficiencies, and preparing the County's required Section 3 submissions.

**Answer 13:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 14:** Will the selected consultant be responsible for developing and conducting the required Fair Housing activity, and if so, does the County have a preferred activity, prior Fair Housing plan, or required documentation format?

**Answer 14:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

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**Question 15:** Because Environmental and Engineering Services are separately identified as a \$2.4 million deliverable, please clarify the division of responsibility between the grant administration consultant and the County's engineering/environmental consultants.

**Answer 15:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 16:** Will the selected grant administrator be responsible for reviewing environmental review records or monitoring compliance with environmental conditions, mitigation measures, permits, and environmental clearance requirements, or will those responsibilities remain with the County and its environmental/engineering team?

**Answer 16:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 17:** Is the selected consultant expected to perform construction site monitoring for grant compliance purposes, or will site inspections be performed by the engineer with consultant relying on engineer certifications and supporting documentation?

**Answer 17:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 18:** For the Engineer's Certification of Completion required at closeout, will the County's engineer prepare and execute the certification while the grant administrator incorporates it into the closeout package?

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**Answer 18:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 19:** Please clarify whether the selected consultant will be expected to support Single Audit, HUD, Florida Commerce, Inspector General, or other audit and monitoring requests throughout the engagement.

**Answer 19:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 20:** Does the County maintain the official grant file, or will the selected consultant be responsible for establishing and maintaining the official electronic project file and records retention structure?

**Answer 20:** The County will be responsible for maintaining the official grant file.

**Question 21:** May a proposer propose a multidisciplinary grant administration team with designated specialists for financial compliance, Davis-Bacon/labor standards, Section 3, monitoring, reporting, and closeout rather than assigning all functions to a single individual?

**Answer 21:** Yes.

**Question 22:** Are there minimum qualifications, certifications, years of experience, or Florida-specific CDBG-DR experience requirements for the proposed Project Manager or other key personnel beyond those stated in the solicitation?

**Answer 22:** Yes, see Qualification on page 6 of the RFP. Additionally, see Tab 2, Experience and Expertise, which requires firms to provide a minimum of three (3) similar size and scope

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projects demonstrating experience with Federal grant management services in the past five (5) years.

**Question 23:** Will the County permit the use of specialized subconsultants for discrete services, if needed, and if so, are there specific MBE/WBE/DBE, Section 3 Business Concern, local participation, or other subcontracting goals applicable to this procurement?

**Answer 23:** Yes, subconsultants are allowed and should be identified as requested in Tab 2, Experience and Expertise. There are no local participation or goals applicable to this procurement.

**Question 24:** Please clarify the required pricing format. Should proposers submit hourly labor rates by labor category, a fixed fee, a not-to-exceed amount, a percentage-based fee, or another pricing structure?

**Answer 24:** Please see revision to Tab 4, Cost in this Addendum.

**Question 25:** Is there an established budget or funding ceiling for grant administration services under Deliverable 1 (Project Implementation - \$200,000), or may grant administration costs also be charged to other eligible deliverables or administrative funding categories?

**Answer 25:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 26:** Will travel and other direct costs be reimbursable separately, or must all anticipated expenses be included in the proposed professional service rates or total fee?

**Answer 26:** The treatment of travel and other direct costs will be determined during contract negotiations with the selected Proposer.

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**Question 27:** What is the current status of Agreement No. MS024 and each of the five deliverables, including expenditures incurred, reimbursements received, contracts awarded, construction progress, and outstanding Commerce approvals?

**Answer 27:** Two (2) of the five (5) deliverables are currently in the procurement process. At this time, no expenditures have been incurred, no reimbursements have been received, no contracts have been awarded, no construction is in progress, and there are no outstanding Florida Commerce approvals.

**Question 28:** Has another consultant or County team performed grant administration activities to date? If so, will the selected consultant receive a complete transition package, including prior submissions, correspondence, financial records, monitoring files, reports, and compliance documentation?

**Answer 28:** County staff have performed grant administration activities. The selected consultant will be provided with the applicable existing grant documentation and records necessary to support the transition and continued administration of the CDBG-DR grant.

**Question 29:** Are there any immediate or upcoming reporting deadlines, monitoring visits, procurement actions, construction milestones, agreement modifications, or other time-sensitive requirements that the selected consultant should anticipate upon notice to proceed?

**Answer 29:** Any immediate or upcoming reporting deadlines, monitoring activities, procurement actions, project milestones, agreement modifications, or other time-sensitive requirements will be identified and discussed with the selected consultant during contract negotiations and the data collection phase following award.

**Question 30:** Can the County please confirm whether the awarded vendor will be responsible for completing the Environmental Review, or if it will be completed by the County/another vendor?

**Answer 30:** The Environmental Review will be completed as part of the Engineering Services.

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**Question 31:** Can the County please clarify the awarded vendor's responsibilities regarding Davis-Bacon compliance monitoring? Specifically, will the awarded vendor be responsible for conducting onsite employee interviews and monitoring visits to verify compliance with Davis-Bacon requirements, or will those activities be performed by the County, with the awarded vendor limited to reviewing certified payroll records and related documentation?

**Answer 31:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Tab 4, Cost has been changed to a blended hourly rate. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 32:** Can the County please confirm whether the awarded vendor is required to travel onsite to facilitate the fair housing activity?

**Answer 32:** The treatment of travel and other direct costs will be determined during contract negotiations with the selected Proposer.

**Question 33:** Can the County please confirm whether one or multiple construction contracts are anticipated to be awarded?

**Answer 33:** The County anticipates that multiple construction contracts may be awarded; however, the number of construction contracts cannot be confirmed until the design phase is completed.

**Question 34:** Can the County please confirm whether other funding sources outside of CDBG-DR (e.g., grants, loans) will be used to complete this project? If so, may the County please identify these funding sources?

**Answer 34:** Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 35:** Can the County please confirm whether the Subrecipient Responsibilities (e.g. 45-day tasks) outlined in the Subrecipient Agreement with Florida Commerce have been completed, or if the awarded vendor will be responsible for completing these tasks?

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**Answer 35:** The County has been submitting the required items to Florida Commerce. The selected consultant will be responsible for assisting the County in ensuring that all remaining and ongoing requirements under the Subrecipient Agreement are completed in accordance with applicable CDBG-DR grant requirements. The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 36:** Can the County please confirm whether a Categorically Excluded Not Subject to Section 58.5 (CENST) has been completed for administrative and engineering/design activities, or will the awarded vendor be responsible for completing this task?

**Answer 36:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 37:** Can the County please confirm what information should be provided in the “Please fax or email the completed survey to:” line of the provided Survey Questionnaire?

**Answer 37:** The proposer should provide their own fax number or email address on this line so the individual client completing the survey on behalf of the proposer can return the completed survey directly to the proposer.

**Question 38:** May Offerors include an additional page with supplemental comments from the client who completed the Survey Questionnaire?

**Answer 38:** No. Proposers should provide the completed surveys for the projects provided in Tab 2 only. Any additional information provided will not be taken into consideration.

**Question 39:** For the page limits identified in Tab 2, including firm experience, project experience, and resumes, the RFP states “1-page single sided or double sided.” For proposals

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submitted electronically, can the County confirm that this requirement permits up to two electronic PDF pages, equivalent to the front and back of one double-sided physical page?

**Answer 39:** Yes. For electronic submissions, one (1) physical, double-sided page is equivalent to two (2) electronic PDF pages.

**Question 40:** The first scope bullet on page 7 requires review of certified payrolls. Does the review of certified payrolls in this scope include on-site interviews for Davis-Bacon compliance? Additionally, please clarify the role of the “Grant Administrator” referenced in this bullet and the division of Davis-Bacon compliance responsibilities between that party, the selected consultant, and County staff.

**Answer 40:** The specific grant administration services and level of effort will be further defined during contract negotiations with the selected proposer. The budget currently allocated for grant administration services is \$200,000. Please see the revision to Tab 4, Cost that is included in this Addendum.

**Question 41:** The third scope bullet on page 7 requires the selected consultant to “assist the County in notices and required language for public notices.” Does this scope include preparation and coordination of public notices required as part of the environmental review and environmental clearance process?

**Answer 41:** Yes, if the services are chosen during Elevation Level 4, Negotiations.