

August 27, 2026

**POLK COUNTY, A POLITICAL SUBDIVISION OF**

**THE STATE OF FLORIDA**

**ADDENDUM #1**

**RFP #26-387**

**Professional Survey & Mapping Services (CCNA)**

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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: Questions and Answers

*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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#### Questions and Answers

**Question 1:** Is there a publicly available list of registered vendors, interested firms, plan holders, or prospective prime proposers that we may review prior to the proposal due date for potential teaming opportunities? If not, is there another County-approved way for interested subconsultants to connect with prospective prime bidders?

**Answer 1:** No. There is no publicly available list, and the County does not provide a specific method or platform for prospective subconsultants to connect with prime Proposers for teaming opportunities.

**Question 2:** If we participate as a subconsultant, would the prime bidder receive any points for utilizing us if we are a certified SBE and/or minority-owned business certified by another Florida county or governmental agency?

**Answer 2:** If the Proposer is a Woman or Minority-owned business, five (5) points will be allocated. If the Proposer is not a Woman or Minority-owned business but utilizes one or more subconsultants that are a Woman or Minority-owned business to assist in performing the scope of work, the Proposal will be allocated one (1) point for each subconsultant that meets the County's certification criteria for Woman or Minority-owned businesses, up to a maximum of five (5) points. The Woman or Minority-owned business subconsultant(s) must be identified under Tab 3 – Experience, Expertise, Personnel and Technical Resources to qualify for point allocation.

Polk County's Purchasing Procedures recognize a valid W/MBE certification from any of the following:

- Florida Minority Supplier Development Council
- Women Business Enterprise National Council
- State of Florida Office of Supplier Diversity
- Florida Department of Transportation

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- U.S. Small Business Administration
- Federal Aviation Administration
- Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

**Question 3:** Regarding the requirement that “at least one (1) of the five (5) projects identified should illustrate one year of experience in creating Digital Elevation Model (DEM) from Airborne LiDAR,” please clarify whether “Airborne LiDAR” refers specifically to LiDAR data acquired using manned aircraft, or whether LiDAR data acquired using an Unmanned Aircraft System (UAS) is also acceptable for satisfying this project experience requirement.

**Answer 3:** Either are acceptable.

**Question 4:** The RFP states that respondents must submit one (1) original and five (5) copies of the proposal and that proposals may be submitted in a sealed parcel or electronically through Kiteworks. Please confirm whether an electronic submission through Kiteworks satisfies the proposal submission requirements in full, or whether respondents submitting electronically are also required to provide one (1) original and five (5) printed copies.

**Answer 4:** If submitting electronically through Kiteworks, proposers are not required to also provide one (1) original and five (5) printed copies of the proposal.

**Question 5:** Page 3 states proposals must be submitted in a sealed parcel or electronically via Kiteworks, while Page 9 indicates that proposal responses shall be contained within a three-ring binder. Could the County clarify if this is a sealed parcel or electronic submittal? Or both?

**Answer 5:** Proposals may be submitted electronically via Kiteworks or in a sealed parcel. If submitting a sealed parcel, one (1) original and five (5) copies shall be provided, with the original and each copy contained in a separate three-ring binder.

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**Question 6:** Page 4 mentions uploading an Excel file for the "Cost Tab, if applicable", whereas the evaluation criteria do not list a Cost Tab in accordance with CCNA requirements. Could the County confirm if any cost information or Cost Tab is required with the proposal submittal?

**Answer 6:** No. Cost information or a Cost Tab is not required with the Proposal submittal. The reference to a "Cost Tab, if applicable" on Page 4 is not applicable to this RFP.

**Question 7:** Page 9 specifies a maximum of two (2) pages for items a–c under Tab 1 Executive Summary, but lists items a through f. Does the two-page limit apply strictly to items a–c, or does it cover the entire Tab 1 response including items d–f?

**Answer 7:** The two (2)-page limit applies only to items (a)–(c) under Tab 1 – Executive Summary.

**Question 8:** Page 16 provides a scoring example using 25 available points for the "Experience and Expertise" criterion, whereas Tab 3 is allocated 40 points under the main evaluation criteria. Please confirm that Tab 3 will be evaluated out of 40 total points.

**Answer 8:** Tab 3 – Experience, Expertise, Personnel and Technical Resources will be evaluated out of a maximum of forty (40) points.

**Question 9:** Page 10 requires firms to identify 5 to 10 projects for Tab 3, while Page 13 states that reference surveys (Tab 7) must be provided for the projects identified under Tab 3. Are proposers required to submit reference surveys for all submitted projects (up to 10), or only a minimum of 5 projects?

**Answer 9:** The reference surveys provided under Tab 7 shall correspond to the projects identified under Tab 3. If five (5) projects are identified under Tab 3, five (5) reference surveys shall be provided. If ten (10) projects are identified, ten (10) reference surveys shall be provided.

**Question 10:** Would the County allow firms to reuse past performance surveys previously collected for similar projects or clients, provided they meet the criteria outlined under Tab 3 of the proposal scope? In past solicitations, the County has allowed respondents to reuse survey responses as long as the survey header was updated to reflect the current solicitation name and number.

**Answer 10:** Yes. Proposers may reuse past performance surveys previously completed for similar projects or clients, provided the surveys correspond to the projects identified under Tab 3 and the survey header is updated to reflect the current RFP name and solicitation number.

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**Question 11:** Exhibit 1 states that reference surveys should correlate to the projects identified under Tab 3 and that one individual may evaluate multiple projects. Is Polk County requiring a completed reference survey for each project submitted under Tab 3 (i.e., a one-to-one relationship between projects and surveys), or may a single client reference be used to support multiple projects performed for that client?

**Answer 11:** A completed reference survey is required for each project identified under Tab 3; however, one individual may evaluate multiple projects performed for the same client.

**Question 12:** Are the required UAV licensure documentation and LiDAR/DEM example deliverables included within the one-page-per-project limit identified under Tab 3, or may they be submitted as supplemental exhibits? Additionally, are 11" x 17" exhibits acceptable?

**Answer 12:** The required UAV/Drone licensure or certification documentation and the example of a finished product from DEM with Airborne LiDAR can be submitted as separate documents behind the one page for the identified project. If the example of the product cannot be produced on anything smaller than an 11 x 17 page, then yes it would be acceptable.

**Question 13:** For firms submitting electronically through Kiteworks, are the hard-copy requirements for one original and five copies waived?

**Answer 13:** Please see answer to question #4.

**Question 14:** Can Polk County clarify where the Proposer Incorporation Information form, W-9, Affidavit Certification Immigration Laws, and E-Verify Certification should be included within the proposal? Additionally, are the notarized affidavit and E-Verify Certification required at proposal submission or only prior to contract award?

**Answer 14:** The Proposer Incorporation Information form, W-9, notarized Affidavit Certification Immigration Laws, and E-Verify Certification should be included with the Proposal submittal.

**Question 15:** Can Polk County identify the firm(s) currently providing Professional Survey & Mapping Services under the existing or most recent continuing services agreement(s)?

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**Answer 15:** Below is the list of the firms that were awarded for the previous RFP.

- AIM Engineering & Surveying, Inc.
- Chastain-Skillman
- CivilSurv Design Group, Inc.
- DRMP, Inc.
- George F. Young, Inc.
- Hyatt Survey Services, Inc.
- KPM Franklin
- NV5, Inc.
- Pickett and Associates Inc.
- Southeastern Surveying & Mapping Corp
- SurvTech Solutions, Inc.