



RISK MANAGEMENT & PURCHASING  
1140 EAST PARKER STREET  
LAKELAND, FL 33801

**ADDENDUM NO. 3**  
**REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL ENGINEERING & ENVIRONMENTAL CONSULTING SERVICES**  
**(CCNA) FOR THE LAKE BONNET DRAINAGE BASIN FLOOD HAZARD AND DEBRIS**  
**MITIGATION PROJECT**  
**FOR THE CITY OF LAKELAND**

May 5, 2023

**2023-RFQ-020**

The purpose of this addendum is to advise all interested parties of the following revisions and/or clarifications and to transmit the information as noted below:

1. Questions & Answers (Attached)
2. RFQ Due Date Remains: 2:00 p.m. – Wednesday – May 31, 2023.

All other items remain unchanged.

*Tara T. Walls*

Tara T. Walls, CPPB  
Senior Purchasing Agent

### Questions from HGS, LLC (RES)

RFQ Attachment 5 is a Federal Standard Form LLL (or SF LLL). They list the name in small print on the bottom right corner of the form. This form is frequently included with any proposal/bid/grant application that is tied to Federal money. In the past, I have only seen it required to be signed at the bottom by someone authorized to do so by the "Reporting Entity (or contracted firm)" that is listed in Section 4 of the form. Sometimes it is only required at the time of award and then updated periodically throughout the contract, on a quarterly basis I believe. Depending on the sizes of the responding teams, you could have dozens of these forms attached to each proposal, but in my experience, it has been a requirement for the prime and any/all subcontractor firms, but not individuals.

Please refer to the response in Addendum 1:

- Please confirm that this SF LLL is required from each reporting entity (prime and each subconsultant firm) and not a signed form from each key personnel listed in our proposal. [As stated under the Qualifications Package Section, Tab 10: Attached and/or Required Forms. Attachment 5 - Disclosure of Lobbying Activities \(Standard Form – LLL\) – ...](#) "each of Respondent's key employees" shall complete the form. [To further define "key employees," the prime's proposed principal in charge of the project and each subcontracted firm's proposed principal in charge of the project shall execute the Form.](#)
- Thanks for sending us the sam.gov instructions. I saw those before, but it does not seem to match in practice, and it doesn't generate any type of report or anything that can be captured in a screen capture because you need to scroll down to see the "no exclusions" results, but by the time you scroll down that far, you can't see the name of the company you were searching! [Please refer to the response in Addendum 1: An updated SAM.GOV "Quick Start Guide Exclusion Data – Search/View" instructions are attached as RFQ Exhibit B-Updated SAM.GOV Quick Start Guide for Exclusions Search.](#) [For consistency purposes, please follow these directions. A dated PDF of the search will be sufficient for the required submittal.](#)
- Also, I don't know if you saw my earlier comment about not locating the place to upload the proposal. I see where we upload each attachment, but cannot find the spot to upload the proposal once we have it ready. [Under the "Draft Response" button in OpenGov, Respondents shall upload their proposal/submittal under the Vendor Questionnaire Tab #3. Qualifications Submittal.](#)

### Questions from Stephanie Rochowiak @HGS, LLC dba RES Operating Company

There isn't a signature block on the addendum and the RFP asks that we include signed copies of all the addendums with our submittal. In lieu of including signed copies of each addendum, can we include written acknowledgment of receipt within our proposal? Something like " We acknowledge receipt of Addendum No. 1, dated April 19, Addendum No. 2, dated...etc."?

[Under the "Draft Response" button in OpenGov, Respondents will be automatically presented with Addendums issued and asked to acknowledge said Addendums at that time.](#) [The City recently moved to a new procurement system, so the "...include signed copies of all the addendums..." is a holdover of wording from the old system. Please excuse the confusion.](#)

- Please confirm that professional profiles or resumes for staff, as well as descriptions of past projects, can be included as attachments to the 50-page proposal and that these attachments will not count towards the proposal's 50-page limit.  
Yes, the professional profiles or resumes for staff, as well as descriptions of past projects, can be included as attachments to the 50-page proposal and will not count towards the proposal's 50-page limit.
- The locations for uploading all the attachments are straightforward, but the area to upload the 25-page response is not clear.  
Under the "Draft Response" button, Respondents shall upload their proposal/submittal under the Vendor Questionnaire Tab #3. [Qualifications Submittal](#).
- During the pre-bid meeting, there was mention of several previously conducted flood studies and/or reports. Can these be made available to us?  
A handout with instructions to access the City's FTP site with a list of studies and/or reports previously conducted was provided at the Mandatory Pre-Bid meeting and also included in Addendum 1.

#### **Cathy Foerster Geosyntec Consultants, Inc.**

- Will the City provide a copy of the executed grant agreement with DEO for this project?  
Yes, a copy of the fully executed State of Florida, Department of Economic Opportunity Federally Funded Community Development Block Grant Mitigation Program (CDBG-MIT) Subrecipient Agreement may be accessed at the following project website [Lakes & Stormwater Grants | City of Lakeland \(lakelandgov.net\)](#) under [Contracts and Agreements](#)
- \*\*The solicitation document indicates that insurance terms/required liability limits are applicable to the prime consultant and subconsultants (Section 5.3; page 28). Some of the coverages may not be applicable to the services provided by a particular subcontractor, and smaller specialty subcontractors (for example, a grants consultant) may experience financial hardship to maintain all required coverages. Therefore, will the City revisit the requested coverages and indicate which coverages/liability limits are mandatory for subcontractors?  
\*\*This question has been forwarded to the City's Risk Management Department for a response. That response will be included in the next Addendum.
- Will the City provide the list of attendees from the mandatory pre-submittal meeting?  
A copy of the sign-in sheet for the mandatory pre-submittal meeting is attached to this Addendum 3.

#### **Questions from Kevin Lord @ Environmental Science Associates, Inc.**

- Page 19, Tab 2, Company Qualifications/Project Experience, requests 5 similarly scoped projects. Given the complexity of the project: 1.) Do these need to be Florida projects only? 2.) Do these need to be performed by the prime consultant only, or are subcontractor references also acceptable? 3.) Do projects need to have been completed in full, or are partially completed or ongoing projects acceptable?
  1. No, projects can be outside the State of Florida but must be similarly scoped.
  2. Projects can be performed by subconsultants, but will have a lower scoring value than projects performed by the prime.
  3. Ongoing or partially completed projects are acceptable but will have a lower scoring value than completed projects.

- As stated in the RFQ, the font size is to be 11pt. Due to the electronic nature of this proposal, can headers/footers, matrices, callouts, and specialty graphics contain a smaller font size as long as it is clear and legible?

Yes, headers, footers, matrices, callouts, resumes (i.e., education, areas of expertise, years of experience, training, licenses, and specialty graphics may contain smaller font sizes (minimum of 8-point font size) and are clear and legible. The main body of the RFQ shall remain at an 11-point—font size (Arial or Times New Roman).

- This RFQ clearly defines the layout of Tabs 1-10. Upon review, it appears many of these defined elements are also required to be uploaded separately to the City's e-Procurement site. (e.g.: Tab 5: Insurance, and Tab 10: Forms.) Could you please define whether the 50-page limitation applies to all elements of Tabs 1-10, including the items that are separately uploaded in Tab 5 and Tab 10? If not, could you please define what tabs are applicable to the 50-page limitation?

The 50-page limit includes the Letter of Transmittal and Tabs 1, 2, 3, and 4. Tabs 5, 6, 7, 8, 9, and 10 will not be included in the 50-page limitation.

For instructional purposes:

Tab 5 – Insurance – Certificate of Insurance(s) shall be uploaded under #4 Certificate of Insurance (in the Vendor Questionnaire) and will not be included in the 50-page limitation.

Tab 6 – Indemnification and Specification of Safety and Occupational Health Requirements shall be uploaded under #5 Hold Harmless Indemnification Agreement (Attachment M) in the Vendor Questionnaire and will not be included in the 50-page limitation.

Tab 7 – Other Information (limit two pages) will not be included in the 50-page limitation but uploaded with the Respondent's proposal/submittal under #3 Qualifications Submittal in the Vendor Questionnaire.

Tab 8- Addenda – Under the “Draft Response” button in OpenGov, Respondents will be automatically presented with Addendums issued and asked to acknowledge said Addendums at that time. Addenda will not be included in the 50-page limitation.

Tab 9 – Previous Work will not be included in the 50-page limitation but uploaded with the Respondent's proposal/submittal under #3 Qualifications Submittal in the Vendor Questionnaire.

Tab 10- Attached and Required Forms will not be included in the 50-page limitation.

#### Questions from Ann Rhodes @ AECOM Technical Services, Inc.

- The RFP states that an 11-point font (Arial or Times New Roman) must be used. Would the City of Lakeland consider a smaller font for tables, figures, callout boxes, headers/footers, and resumes (i.e., education, areas of expertise, years of experience, training, and licenses)?

See similar question and City's response as follows:

As stated in the RFQ, the font size is to be 11pt. Due to the electronic nature of this proposal, can headers/footers, matrices, callouts, and specialty graphics contain a smaller font size as long as it is clear and legible?

Yes, headers, footers, matrices, callouts, resumes (i.e., education, areas of expertise, years of experience, training, licenses, and specialty graphics may contain smaller font sizes (minimum of 8-point font size) and are clear and legible. The main body of the RFQ shall remain at an 11-point—font size (Arial or Times New Roman).

- On Page 35, 7.10. Attach DBE/MBE/WBE Certification of Respondent and/or Sub-Consultants OR the required documentation detailing the "Good Faith Efforts" made in the utilization of potential DBE/MBE/WBE Sub-Consultants - Attachment 6\* and in Attachment 6, we are asked to provide detailed information regarding "Good Faith Efforts", what is the format for providing this

information/ If we have DBE/MBE/WBE Sub-Consultants on our team, do we need to provide a Good Faith Effort documentation?

There is no specific format for providing documentation of “Good Faith Efforts” in the utilization of potential DBE/MBE/WBE subconsultants. The Respondent must show that it took all necessary, reasonable, and timely steps to achieve sufficient participation. The quality, quantity, and intensity of the different kinds of efforts made by the Respondent will be considered. Soliciting through all reasonable and available means to attract the interest of certified DBE/MBE/WBEs who have the capability to perform the work of the contract. Also, the Respondent may consider selecting or breaking out portions of the work (that might otherwise be performed by the prime Consultant) into economically feasible units to facilitate DBE/MBE/WBE participation. Demonstrate effective use of the services of available DBE/MBE/WBE groups; local, state, and Federal MBE and WBE offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs. The City may also take into account the performance of other bidders in meeting the use of DBE/MBE/WBE for the project.

- On Page 22 of the RFQ, the RFQ states, "Tab 6: Indemnification and Specification of Safety and Occupational Health Requirements Hold Harmless Indemnification Agreement and Specification of Safety and Occupational Health Requirements. The Respondent shall indemnify and hold harmless the City by reading and acknowledging the enclosed Hold Harmless Indemnification Agreement found in the Vendor Questionnaire Section of this RFQ. The Respondent shall also comply with the City's Specification of Safety and Occupational Health Requirements included in this RFQ provided under the Specification of Safety and Occupational Health Section." On 34 of the RFQ states, "7.4. Hold Harmless Indemnification Agreement - Attachment M\*" is required to be filled out. Are Tab 6: Indemnification and Specification of Safety and Occupational Health Requirements Hold Harmless Indemnification Agreement and Specification of Safety and Occupational Health Requirements and Attachment M the same? Do we need to provide a copy of the form in two places?

Yes, they are the same. Tab 6 – Indemnification and Specification of Safety and Occupational Health Requirements shall be uploaded under [#5 Hold Harmless Indemnification Agreement \(Attachment M\)](#) in the Vendor Questionnaire and will not be included in the 50-page limitation. A separate copy will not be required.

- On page 22 of the RFQ states, "Tab 7: Other Information Provide any information pertinent to the project that will provide insight to the City evaluators about the qualifications, fitness, and abilities of the Respondent (please limit this information to two (2) pages)." Is this a total of two pages or two pages per topic area?

A total of two (2) pages.

- On page 22, the RFQ state, "Provide all addenda issued pursuant to this solicitation. It is the Respondent's responsibility to contact the City Purchasing Division prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the qualification package." Do we need to provide copies of the addenda in our proposal or acknowledge receipt of the addenda? If we have to provide copies of the addenda, does it count toward the page count?

With the implementation of the City's new e-procurement system, OpenGov requires Respondents to acknowledge the addenda when drafting/submitting their proposal/response under “Draft Response.” Therefore, the signature block was removed from the addendum forms since it will now be acknowledged through the system. Accordingly, copies of the addenda will not be necessary. Further operational information can be obtained directly from the City's Purchasing Division by calling Tara Walls @ (834) 834-6780.

- On page 22, the RFQ states, "Provide a list of all contracts the Respondent has performed for the City of Lakeland (if any). The City will review all contracts the Respondent has performed for the City. As such, the Respondent must list and describe all services and work performed for the City and include for each project: • Name of the City Department that administers or administered the contract • Description of work • Total dollar value of the contract • Dates covering the term of the contract • City contact person and phone number • Statement of whether Respondent was a consultant or sub-consultant • Results of the project What is the time period for the City of Lakeland projects?

The previous five years are sufficient.

- On page 22, the RFQ states, Provide a list of all contracts the Respondent has performed for the City of Lakeland (if any). The City will review all contracts the Respondent has performed for the City. As such, the Respondent must list and describe all services and work performed for the City and include for each project: • Name of the City Department that administers or administered the contract • Description of work • Total dollar value of the contract • Dates covering the term of the contract • City contact person and phone number • Statement of whether Respondent was a consultant or sub-consultant • Results of the project. Will the list of contracts count toward the page count?

Tab 9 – Previous Work will not be included in the 50-page limitation but uploaded with the Respondent's proposal/submittal under #3 Qualifications Submittal in the Vendor Questionnaire.

- On page 19, the RFP states, "List all Florida clients within the last five (5) years to include client name and contract dates (from and to)." Large firms have 100s of clients, will there be a limit on the number of clients to submittal? If there is no limit, does this count towards the page count?

This can be provided as an attachment and will not count toward the page count.

- On page 19, the RFP states, "Firms shall be fully licensed with all applicable and required licenses, including government licenses, certifications, and related authorizations from Polk County, the City, and any other governing governmental regulatory authorities. The Respondent should include details about the licenses and include copies of those documents with the submission." Please provide the specific names of the licenses. Please provide the specific names of the related authorizations from Polk County, City of Lakeland, and any other governing governmental regulatory authorities.

The licenses, certifications, and authorizations will vary depending on the Respondent's project team. For example, Respondent's firm may include a Professional Engineer and/or Professional Surveyor licensed by the State of Florida. Respondent would then include a copy of the P.E.'s and/or Surveyor's license in the qualification response.

- Do resumes count towards the page count? Is there a page limit on resumes?

No. The professional profiles or resumes for staff will not count towards the 50-page limitation.

- On page 19, the RFQ states, "List all Florida clients within the last five (5) years to include client name and contract dates (from and to). Is there a limit to the number of clients? Large firms have 100s of clients within the state of Florida.

The "List of all Florida clients within the last five (5) years falls under Tab 2 – Company Qualifications/Project Experience. Therefore, as noted in a similar question above - The 50-page limit includes the Letter of Transmittal and Tabs 1, 2, 3, and 4. Tabs 5, 6, 7, 8, 9, and 10 will not be included in the 50-page limitation.

Consider limiting the list of Florida clients to only those the firm has performed similar services as requested in this RFQ.

- Can a firm submit as a prime and a subconsultant on different teams?  
Yes, this is acceptable.
- If our firm or key employees or our subconsultants and their key employees were not involved in lobbying activities for this grant, do we have to fill out the form, or can we put not applicable at the top of the form?  
The response to this question was previously answered in Addendum 1. As stated under the Qualifications Package Section, Tab 10: Attached and/or Required Forms. Attachment 5 - Disclosure of Lobbying Activities (Standard Form – LLL) – ...” each of Respondent’s key employees” shall complete the Form.  
To further define “key employees,” the prime’s proposed principal in charge of the project and each subcontracted firm’s proposed principal in charge of the project shall execute the Form.
- Would the City of Lakeland consider allowing the Project Team organizational chart to be an 11x17 page?  
No. please utilize the standard 8” x 10” size page.
- On page 19, the RFP states . . . "As part of the project approach, the Respondent shall propose a scheduling methodology (timeline) for effectively managing and executing the work in the optimum time. Also, provide information on the firm's current workload and how this project (given the extensive time commitment) will fit into the firm's workload" Is it the intent of the City of Lakeland to have the project's staff availability versus the firm?  
Consider the firm’s availability as well as the specific staff that will be working on the project.
- On page 19, the RFP states, "Provide references from five (5) similarly scoped projects as listed in this RFQ. Information should include the following: •Client name, address, contact person, telephone and email addresses; •Description of work; •Year the project was completed; and •Total Cost (Estimated and Actual) of phased projects similar to those listed in this RFQ: Phase 1 – Feasibility Study; Phase 2 – Design, permitting, communication, and coordination with property owners for potential property acquisition and/or easements and the public at large, as well as the development of a project implementation plan; and Phase 3 – Construction - Construction services, including project management, Construction Engineering Inspection (CEI), and Federal compliance oversight and reporting, including, but not limited to, DBE/MBE/WBE reporting, Davis-Bacon, Wage Rate Decisions, Section 3 Plan, and reporting." Does the entire project have to be completed, or can a Phase be completed for the project to be compliant with RFQ requirements?  
The entire project completed will have a greater scoring value than partial project/phase completion.



RISK MANAGEMENT & PURCHASING  
1140 EAST PARKER STREET  
LAKELAND, FL 33801

MANDATORY PRE-PROPOSAL MEETING

SIGN IN SHEET

PROFESSIONAL ENGINEERING & ENVIRONMENTAL CONSULTING SERVICES (CCNA)  
FOR THE LAKE BONNET DRAINAGE BASIN FLOOD HAZARD AND DEBRIS MITIGATION PROJECT

RFQ NO. 2023-RFQ-020

APRIL 18, 2023

CITY OF LAKELAND REPRESENTATIVE: Tara Walls

CITY OF LAKELAND REPRESENTATIVE: LANA BRADY

CITY OF LAKELAND REPRESENTATIVE: Laurie Smith

CITY OF LAKELAND REPRESENTATIVE: Sean McGinnis

CITY OF LAKELAND REPRESENTATIVE: Laurel Hudson

1. COMPANY NAME: ESA  
NAME OF ATTENDEE: Emily Keenan  
PHONE: 7274331200 E-MAIL: ekeen@esassoc.com

2. COMPANY NAME: ESA  
NAME OF ATTENDEE: Chris Warr  
PHONE: 941-650-9545 E-MAIL: cwarr@esassoc.com

3. COMPANY NAME: ESA  
NAME OF ATTENDEE: Susan Shaw  
PHONE: 4077099615 E-MAIL: SSHAW@ESASSOC.COM

4. COMPANY NAME: WSP  
NAME OF ATTENDEE: Crissy Mehle  
PHONE: 470-991-3771 E-MAIL: Christine.mehle@wsp.com



5. COMPANY NAME: AECOM  
NAME OF ATTENDEE: BABU MADABHUSHI  
PHONE: 305-439-0869 E-MAIL: BABU.MADABHUSHI@AECOM.COM
6. COMPANY NAME: RES  
NAME OF ATTENDEE: THOMAS LAROUÉ  
PHONE: 727 457 9981 E-MAIL: tlaroue@res.us
7. COMPANY NAME: Dudek  
NAME OF ATTENDEE: Candice D. Magnus  
PHONE: 760-642-8261 E-MAIL: cmagnus@dudek.com
8. COMPANY NAME: AECOM  
NAME OF ATTENDEE: Dan Levy  
PHONE: 305-519-1194 E-MAIL: dan.levy@AECOM.COM
9. COMPANY NAME: FSA  
NAME OF ATTENDEE: Bryan Flynn  
PHONE: 772 633 5300 E-MAIL: bpflynn@esassae.com
10. COMPANY NAME: GEOSYNTEC CONSULTANTS  
NAME OF ATTENDEE: Mark Ellard  
PHONE: 407 321 7030 E-MAIL: mellard@geosyntec.com
11. COMPANY NAME: Geosyntec Consultants  
NAME OF ATTENDEE: Miche Hardin  
PHONE: 407 466-5034 E-MAIL: mhardin@geosyntec.com
12. COMPANY NAME: Dewberry  
NAME OF ATTENDEE: Jeff LeQueen  
PHONE: 813-613-4304 E-MAIL: jlequene@dewberry.com
13. COMPANY NAME: \_\_\_\_\_  
NAME OF ATTENDEE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_