



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

ADDENDUM NO. 4
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 22, 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

Question from Cathy Foerster Geosyntec Consultants, Inc.

- 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?

[The insurance requirements would be specific to the scope of work that the subs are providing. If there are questions at the time of hire for the sub, then a conversation with the City's Risk Management Department should occur to determine coverage. If not, the prime should cover all requirements.](#)

Questions from Kevin Lord @ Environmental Science Associates, Inc.

- Tab 5: Insurance (page 21 of the RFQ) references "Appendix E," which apparently defines city insurance requirements. We are unable to locate "Appendix E." Could you please refer us to the appropriate location to determine insurance requirements?

[The Insurance Requirements are located under "Project Documents", #5 Insurance and Safety Requirements.](#)

- Are hyperlinks permissible in proposals?

[Hyperlinks will not be permissible in proposals.](#)

- Tab 2: Company Qualifications/Project Experience requires the firm's history, years of experience, corporate and satellite offices, corporate structure, ownership interest, etc. It also mentions listing applicable Florida clients within the last five years. It seems that listing much of this information, such as corporate and satellite offices for national and international firms, and listing Florida clients may create a very extensive list of data. Does this request apply to the prime firm only, or also apply to subconsultants?

[Applicable to the prime, unless the subconsultant is completing 50% or more of the work.](#)

Questions from Ann Rhodes @ AECOM Technical Services, Inc.

- Where should the Certificate be included in the proposal?

[The City is unclear which "Certificate" is being referenced.](#)

[The Certificate of Insurance should be uploaded under the Vendor Questionnaire Section #4, Certificate of Insurance.](#)

[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 should be uploaded under the Vendor Questionnaire Section #11.](#)

- Would the City consider adding a field to the OPENGOV Procurement site for the SAM.GOV certificate to be uploaded?

[The City has added #12 SAM.GOV Search Results for Excluded Parties under the Vendor Questionnaire to upload the Respondents SAM.GOV Search Results for Excluded Parties.](#)

- Would the City consider adding a field to upload Tab 7: Other Information, and Tab 9: Previous Work?
Other Information and Previous Work should be uploaded [under the Vendor Questionnaire Section #3 Qualifications Submittal](#)
- The following fields must be filled out for list of projects for the City of Lakeland Work for the past 5 years:
 - 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

For the Description of work, what level of detail is the City looking for?

The level of detail is at the discretion of the Respondent. However, provide sufficient information to describe the project scope completed.

For the results of the project, please provide an example of what the City is looking for in this field. The results should include the effectiveness of the project(s) in terms of completion on schedule, within budget, and success of the project(s) in terms of goals, client satisfaction, achieving regulatory compliance, etc.