

Addendum #2
RFQ # 23-01 A/E Services
Lakeland Academic Center (LAC)
Lakeland Campus



Addendum Issue Date: **October 19, 2023**
RFQ Due Date: **October 30, 2023 at 4:00 p.m.**

Questions/Answers

1. Q: If we are shortlisted, will we be able to visit the site prior to the interview and after the shortlist is announced?
A: Yes, all firms shortlisted are eligible to visit the Lakeland Campus site business days only between November 15 and December 1, 2023, excluding November 22, 2023 & 24, and weekends. Further, the site visit request must follow the established protocol of contacting Procurement services at Purchasinggroup@polk.edu, subject line RFQ#23-01 site visit.

2. Q: Please confirm the number of copies.
A: Twelve copies (12) are required.

3. Q: Reference Tab-06. Can projects listed be in progress/not yet completed?
A: Reference scoring criteria page 20, par 6e. "Completed Projects of similar size."

4. Q: Reference Tab 07. If we use 11X17 paper for the organization chart, will that count as one or two pages?
A: Use of 11X17 paper will count as two pages.

5. Q: Is a copy of the presentation from the pre-proposal conference available?
A: A copy of the presentation from the pre-proposal conference has been uploaded to the Procurement website RFQ#23-01.

6. Q: Can you provide a copy of the most current Master Plan?

A: A copy of the most current Master Plan has been uploaded to the Procurement website RFQ#23-01.

7. Q: Can consideration be given to earlier reference checks, given the current period is the week of Thanksgiving and many educational references are out that week?

A: Reference checks will be issued following the scoring of the written proposal, no later than November 21. The College will expect a signed response from each of the references no later than December 1.

8. Q: Reference Tab 10. Request clarification "Location relative to PSC Winter Haven?"

A: REVISE, Location relative to PSC Lakeland Campus.

Acknowledgement of Addendum #2:

Company Name

Signature

Include this signed page with your response.