



*Dedicated to Excellence . . .  
People Serving People*

---

Purchasing Division • 501 Harrison Avenue, Room 238, 32401 • Phone 850-691-4902 • panamacity.gov

**ADDENDUM NO. 1**  
**Request for Qualifications (RFQ) No. PC25-052**  
**Professional Services Contract for Panama City–**  
**Continuing Basis**

**July 29, 2025**

The purpose of this Addendum is for the City of Panama City, FL to provide updated information for the **RFQ No. PC25-052~Professional Services Contract for Panama City – Continuing Basis**, and it shall become part of the RFQ Documents.

Addendum 1 updates the RFQ Documents and provides Clarifications to the RFQ Documents, and they shall be amended in the following particulars:

**I. RFQ DOCUMENTS**

- A. ADD RFQ Form 6.5 Categories of Work to be Considered For to Section 6 RFQ Qualification Forms** (Attachment 1).
- B. ADD RFQ Form 6.6 E-Verify to Section 6 RFQ Qualification Forms to Section 6 RFQ Qualification Forms** (Attachment 1).

**II. CLARIFICATIONS**

**A. Additional Information**

1. **Request for Information (RFI):** Please provide a link or location of the City's Capital Improvement Plan document.  
**Response:** The City's Public Works Department does have a current Capital Improvement Plan document.
2. **RFI:** The RFQ states: "The Proposer and its Sub-Consultants must be able to perform every element and task included in, but not limited to, those outlined in Section 2.3, Scope of Services." And also notes: "The City plans to issue multiple contracts for each category of services listed in this Scope of Services due to the size of anticipated future projects." My question for this continuing contract is:

May individual disciplines submit proposals independently without sub-consultants, or is it required that a proposal team include all disciplines in order to be considered? For example, can a firm apply for the mechanical and electrical engineering portion but not include sub-consultants in other categories, such as architectural or structural?

**Response:** Yes, firms may submit individual discipline qualifications without the inclusion of sub-consultants. Proposal teams do not need to submit for all Architect and/or Engineer discipline qualifications to be considered. Yes, firms may submit qualifications for the mechanical and electrical engineering portion but not include sub-consultants in other categories, such as architectural or structural.

3. **RFI:** Must the Proposer provide all the services requested?

**Response:** No.

4. **RFI:** How many firms does Panama City currently have providing these services?

**Response:** Fifty-seven (57) firms are contracted to provide the architect and/or engineer services, as described in the current RFQ solicitation, through 2026 and 2027.

5. **RFI:** How many firms is Panama City going to approve for this work?

**Response:** The answer to this question will be determined by the Public Works Department upon completion of the evaluation of all responding firm's qualifications received under this current RFQ solicitation.

6. **RFI:** The RFQ requests the "Proposer's qualifications and experience, including at least three completed or ongoing projects similar in size, scope, and complexity to the Project described in this RFQ, within the past five years; and the Lead Architect/Engineer's qualifications and experience, including at least three completed or ongoing projects similar in size, scope, and complexity to the Project described in this RFQ, currently on going or completed within the past five years." There are several references to a particular RFQ, but there are no specific projects listed in this RFQ. How should Proposers respond to these requests?

**Response:** Please provide your firm's currently on going or completed projects that best describes your firm's capacity and capability to perform the services that your firm offers.

## **END OF ADDENDUM No. 1**

Addendum Acknowledgement Instructions is on the next page.

### **Addendum Acknowledgement Instructions**

Please complete the **Section 6.1.1 RFQ Addenda Acknowledgement** and complete **Section 6.1.2 RFQ Determination of Responsiveness Acknowledgement** and include it with your firm's qualifications submission.

For questions regarding this Addendum, please email the City of Panama City's Purchasing Division at [purchasing@panamacity.gov](mailto:purchasing@panamacity.gov).

## **ATTACHMENT 1**



## 6.5 CATEGORIES OF WORK TO BE CONSIDERED FOR

Instructions: Indicate the categories of work for which you wish to be considered for with a mark in the appropriate row. Mark all applicable categories.

Stormwater Engineering	
Roadway Design	
Traffic and Intersection Engineering	
Subdivision and Site Development Plan Reviewing	
Structural Engineering	
Utility Engineering	
Environmental Support Services I	
Environmental Support Services II	
Geotechnical Engineering and Testing	
Construction Engineering and Inspection Services	
Architectural Services	
Landscape Architectural Services	
Mechanical Engineering	
Electrical Engineering	
Marine Engineering	
General Surveying and Plat Review	



## 6.6 E-VERIFY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. All employees hired by Contractor on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.

---

Authorized Signature

---

Printed Name

---

Title

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_, by \_\_\_\_\_,  who is personally known to me or  produced a State of \_\_\_\_\_ driver's license/identification card.

[SEAL]

---

NOTARY PUBLIC