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**ADDENDUM NO. 5**  
**Request for Qualifications (RFQ) No. PC25-052**  
**Professional Services Contract for Panama City– Continuing**  
**Basis**  
**September 19, 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 5 provides Clarification to the RFQ Documents, and they shall be amended in the following particulars:

**I. CLARIFICATION**

1. **Request for Information (RFI):** On page 24 Section H, it says to use form RFQ-QKP for other engineers (on staff only) but on page 27 it says use form RFQ-QSC. Which is correct?

**Response:** Use form **RFQ-QSC** for **Qualifications and Experience of the Other Engineers (on staff duty)**.

2. **RFI:** Section 6.1.3 "Certificate of Authority (If Corporation)" requires a Board of Directors' resolution authorizing the President of the Corporation to execute and submit a proposal in response to the RFQ.

If a Corporation's By-Laws and/or Articles of Incorporation authorizes officers (other than the President) to contractually bind the Corporation, is submitting section 6.1.3 required as part of the proposal? This process is atypical for our company as we do not require the Board of Directors to pass a resolution to submit a proposal or take on work.

**Response:** If your corporation is not required to adopt a resolution authorizing execution, then you would submit your By-Laws or Articles of Incorporation authorizing such action.

3. **RFI:** Can any authorized representative of the Corporation execute and submit the proposal? It is normal for a Corporation to grant individuals beside the President the authority to execute and submit a proposal.

**Response:** Any "authorized" representative may execute and submit the proposal. The corporation would submit the authorization, such as the By-laws or Articles of Incorporation that authorizes the individual or a resolution of the Board.

4. **RFI:** Regarding our organization chart. We plan to get the three projects signed by each PM for each discipline we want to submit on, but it appears that any other engineer we want to list on the project may have to have a resume with one completed project and be listed on the QKP form. Typically, we only provide resumes for the key employees, and we list the other employees on the org chart, but we don't provide a resume for all those people. That is pretty standard on all of our proposals. We are a little confused by Section H page 24. If we list some "other" employee on the org chart as part of our discipline team, but they are not a key employee, we still need to include a resume? If we are pursuing 7 disciplines with 7 Key staff and 5 "other" staff for each discipline to show our company strength, we will need to include 42 resumes. This is important as it says you can be disqualified for not including the resume.

**Response:** Per Section 3.5.10 of the RFQ document, include any individual engineers' resumes, and preferably at least one completed or ongoing project similar in size, scope, and complexity to the Project described in this RFQ, within the past five years.

5. **RFI:** We are using the QKP for the key employees (3 projects) and it also wants a QKP for the "other" employees based on the solicitation. Is this correct? So, we need 2 sets of QKP forms?

**Response:** Recommend using QSC for other engineers.

6. **RFI:** What if we have some out-of-state PEs for "Other" Engineers? The form leads you to believe they have to be Florida PEs. Not everyone that is working on the projects would be signing and sealing plan sets. You may have a team of 5 people for a project. **Can we include non-Florida PEs? If we do, would we include their license from another state?** It asks for licenses for the "other" staff.

**Response:** Non-Florida PEs, EIs, and other staff can be included as part of your team. A Florida licensed PE is expected for each discipline you will be submitting Services for in the RFQ.

7. **RFI:** May the City confirm that the terms and conditions of the eventual contract, in addition to the standard hourly rates, will be subject to negotiation by the City?

**Response:** The City uses the same standard contract for all Continuing Services Contracts and does not change any of the terms and conditions on a case-by-case basis. The standard hourly rates are set by the responding firm.

8. **RFI:** Section 1.6 of the RFQ indicates that payment and performance bond provisions of the eventual contract are non-negotiable. May the City confirm that these types of bonds will be required under this RFQ for professional services?

**Response:** Payment and Performance bonds may be required after a Task Order has been issued. This determination will be made at that time.

9. **RFI:** Section 4.1 of the RFQ indicates that proposers should not submit information in its proposal that it deems confidential. The City has requested a litigation disclosure from proposers. We consider our litigation history to be confidential, as most of the litigation does not involve public entity clients. May the City confirm that proposers may provide redacted and unredacted versions of the litigation history for public-record purposes under Chapter 119?

**Response:** All litigation filed with a Court is public record and therefore not confidential. A public records search would reveal litigation. The contents of the litigation itself may qualify as confidential.

## **END OF ADDENDUM No. 5**

### 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).