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## **ADDENDUM NO. 7**

### **Request for Qualifications (RFQ) No. PC25-052**

## **Professional Services Contract for Panama City– Continuing Basis**

**December 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 7 provides **CLARIFICATION** and **FORMS** to the RFQ Documents, and they shall be amended in the following particulars:

### **I. CLARIFICATION and FORMS**

- Request for Information (RFI):** Page 22 of the RFQ states that "each item of the Qualification, as stipulated in Section 4.1.1. - 4.1.3, shall be separated by a tabbed divider identifying the corresponding item number." Please confirm if the City would prefer to see tabbed dividers identifying Sections A, B, and C, or a tab for each item within each section.

**Response:** Please include dividers identifying Sections A, B, and C.

- RFI:** Please confirm if licenses and certificates of authorization should be included within their respective section, or if the City would prefer to see all the licenses/certificates shown together.

**Response:** Please include licenses and certificates of authorization should be included within their respective sections.

- RFI:** Pages 11–14 list the disciplines that firms may apply for, while pages 22–28 describe the sections, forms, and requirements. These forms appear to be organized by discipline—specifically, Experience of Proposer/Prime Consultant, Experience/Qualifications of Lead Architect/Engineer (for key personnel and project experience), Experience/Qualifications of Landscape Architect, and Experience/Qualifications of Environmental Support Services.

Our firm intends to apply for multiple disciplines, including Stormwater Engineering, Subdivision and Site Development Plan Reviewing, and Construction Engineering and Inspection Services, among others. Could you please clarify: 1. Which form should we use for these disciplines? 2. If the same form applies across multiple disciplines, should we duplicate the form to provide key personnel and project experience for each discipline? If so, would this affect the organization of the Table of Contents? For disciplines we are not applying for (e.g., Landscape Architecture or Environmental Support Services), should we still include those forms with "Not Applicable" noted, in order to maintain consistency with the Table of Contents?

**Response: Section 6.5 Categories of Work to Be Considered** is provided in Attachment 1 with this addendum. Firms are to indicate the categories of work for evaluation consideration. Include all signed **Section 6 forms in the tabbed Section C, 1. RFQ Qualification Forms** of your firm's qualifications submission. Also include the signed **Sworn Statement Under Section 287.133 (3) (A) Florida Statutes On Public Entity Crimes, Drug-Free Workplace Form Conflict/Non-Conflict of Interest Statement** forms (Attachment 1) in Section C, 1. RFQ Qualification Forms with your firm's qualifications submission.

4. **RFI:** Page 8 of the RFP states that "modification of, retyping, or any alterations to the City forms will result in the Qualification being deemed non-responsive." Given this requirement, could you please confirm whether the following are permissible: 1. Adding headers or section titles to the City forms for clarity and organization; and 2. Using Adobe InDesign to complete the forms, including inserting page numbers at the bottom of each page.

**Response:** Adding headers or section titles to the City forms for clarity and organization; and 2. Using Adobe InDesign to complete the forms, including inserting page numbers at the bottom of each page are acceptable.

5. **RFI:** Could you please confirm whether including project photos in our submission, specifically in the Experience and Qualification form's support space/additional page, is permitted or recommended?

**Response:** This is permissible.

6. **RFI:** For Section B – Design Philosophy and Technical Capabilities Statement, should we provide one comprehensive statement in the space provided, or should we duplicate the form and address each discipline we're applying for separately?

**Response:** Please duplicate the form and address each discipline separately.

7. **RFI:** When demonstrating our project experience, is it acceptable to include private projects completed for local municipalities, or should all examples be limited to public sector work?

**Response:** Private projects are acceptable.

8. **RFI:** Could you please clarify how we should present continuing service contract projects? Would you prefer that we highlight a specific completed project under the contract, or is it acceptable to reference the continuing service contract as a whole?

**Response:** Firms may highlight a specific completed project or projects under the contract.

9. **RFI:** This is a question to pose to the selection team. Due to a recent policy change at the Florida Department of Environmental Protection (FDEP), they can no longer provide evaluations to consultants for previous or ongoing work. What they suggest is that we direct the issuer of the RFP/RFQ to the FDEP's Oculus database that houses all of the public project files. For the environmental projects that we want to include, we would provide the Oculus access credentials and the Environmental Restoration Integrated Cleanup (ERIC) number specific to the project, such that the prospective client can review project files and communications from FDEP relative to the project. Not a question, but this may be a problem for us in getting FDOT to fill out our rating forms as well. We are sending them out and are getting some general feedback. Our traffic engineers are saying they don't know if FDOT will fill out the forms or not. They are shying away from giving anyone formal ratings, as they don't want to provide a bias that they are favoring one firm over another for legal reasons.

**Response:** Firms may provide a summary of the project, budget, and scope and contact information for a reference.

## END OF ADDENDUM No. 7

### 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**  
**FORMS**



## 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.

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Authorized Signature

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Printed Name

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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]

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NOTARY PUBLIC

**SWORN STATEMENT UNDER SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**  
This form must be signed in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted to the CITY OF PANAMA CITY by

(Print individual's name and title)

for

(Print name of entity submitting sworn statement) whose business address is

and (if applicable) its Data Universal Numbering System (DUNS) number is

and (if applicable) its Federal Employer Identification Number (FEIN) is

If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn Statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt of a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendre.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a *prima facie* case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (ATTACH A COPY OF THE FINAL ORDER).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR A CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2022.  
Personally known

Or produced identification

Notary Public-State of

My commission expires

(Printed, typed, or stamped commissioned name of notary public.)

## **DRUG-FREE WORKPLACE FORM**

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

Check one:

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

or

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

## **LITIGATION STATEMENT**

Check One:

The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.