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ADDENDUM NO. 9
Request for Qualifications (RFQ) No. PC25-052
Professional Services Contract for Panama City– Continuing Basis
April 24, 2026

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

I. CLARIFICATION

1. **Request for Information (RFI):** Tab G – Experience of the Lead Architect/Engineer – Do we need to provide experience of just the Project Manager of the entire contract OR do we need to provide experience for each of the lead engineers for each of the work categories?

   Response: If proposing multiple Lead Engineers, then provide experience for each.

2. **RFI:** Tab I – Qualifications and Experience of the Landscape Architect – If we are not pursuing this work category, do we need to submit the form for this section? Please clarify how we approach this section if we are not pursuing.

   Response: No, you do not need to provide anything for the categories you are not submitting for. You can omit it or mark it N/A.

3. **RFI:** Tab J – Qualifications and Experience of the Environmental Support Services – If we are not pursuing this work category, do we need to submit the form for this section? Please clarify how we approach this section if we are not pursuing.

   Response: No, you do not need to provide anything for the categories you are not submitting for. You can omit it or mark it N/A.

4. **RFI:** Form RFQ-QPC - Qualifications Proposer/Prime Consultant includes a space for "Name of Projects". Are firms expected to list all relevant projects in the last 5 years in this blank? If so, is it acceptable to include an additional attachment to this form listing these projects, since firms may have hundreds of relevant projects over the past 5 years?

   Response: Firms should list at least 3 projects showing a comprehensive summary of the work over the last 5 years.

5. **RFI:** The RFQ on page 28 states, "Only one (1) Qualification from an individual, firm, partnership, corporation, or joint venture will be considered in response to this RFQ." However, Addendum 8 stated that the City will allow firms to submit a proposal for additional categories after the initial submission. Does the City prefer that firms submit one full proposal for each category, with potential additional category-specific submissions, or should firms combine all categories into one submission and then submit any additional category-specific information to the City for future category submissions?

   Response: You may submit multiple categories under one submittal or add additional categories in a future submittal. The preference is one submittal but both options are acceptable.

6. **RFI:** Can the City clarify the distinction between Environmental Support Services I and II, including expected scope differences and typical task order types under each category?

   Response: The Environmental Support Services I and the Environmental Support Services II scope of work descriptions are listed in RFQ document under Sections 2.3.7 and 2.3.8, respectively.

END OF ADDENDUM No. 9

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.