

**VILLAGE OF ROYAL PALM BEACH, FLORIDA**

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PROJECT NAME: **RFQ SURVEYING SERVICES**

PROJECT NUMBER:

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**ADDENDUM NUMBER: ONE**

DATE OF ISSUANCE: March 24, 2025

TO: Prospective Bidders

THIS ADDENDUM NO. **One** INCLUDES THE FOLLOWING:

1) Adding the following Exhibits to the Instructions on Page 6:

Exhibit A – Statement of Work

Exhibit D – E-Verify Affidavit

Exhibit E – Certification Pursuant to Florida Statute

Exhibit F – Scoring Criteria Guidelines for Selection Committee  
Recommendations

APPROVED BY: Christopher A. Marsh, P.E., Village Engineer

ACKNOWLEDGMENT OF RECEIPT: \_\_\_\_\_  
Bidder

3. Qualifications Format: Qualifications must be concise, include the items designated below and be presented in the following order.

- a. Cover Sheet - Indicating corporate name and address of Professional and marked:

**“Surveying Services”**

- b. Letter of Transmittal - A brief statement of the Professional's understanding of the Services and a commitment to perform the Services in a timely fashion. If a partnership, this statement should contain the names of the individuals who will be authorized to make representations for the Professional, their titles, addresses and telephone numbers, and must be signed by the officer authorized and designated to negotiate for the professional. The letter should also indicate the reasons the Professional feels their approach would be the most cost effective for the Village.
- c. Exhibit A – Statement of Work
- d. Exhibit B - Sworn Statements - Public Entity Crimes Statement
- e. Exhibit C – Truth in Negotiations Certificate
- f. Exhibit D – E-Verify Affidavit
- g. Exhibit E - Certification Pursuant to Florida Statute
- h. Exhibit F – Scoring Criteria Guidelines for Scoring Committee Recommendations
- i. Licensing and Insurance - Proof of licensing as required to perform this work and proof of professional liability insurance coverage. A minimum of \$1,000,000 professional liability insurance coverage is required. (see details in ARTICLE 4). Professionals who do not currently maintain this coverage shall submit a statement of insurability from a properly licensed carrier and a statement of commitment to secure the coverage prior to execution of a contract.
4. Selection Process:

Evaluation of the proposals will be conducted by a Selection Committee. The Selection Committee has not yet been formed and is not expected to be formed until after the proposals are received. Upon creation, the Selection Committee shall have a minimum of three (3) members. All meetings of the selection committee shall be conducted in a manner consistent with the Sunshine Law, except for components of the selection process conducted pursuant to Sec. 286.0113, Florida Statutes. Applicants shall receive notice by