



**North Florida Water Utilities Authority**  
PO Box 1266  
Lake City, FL 32055

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16 December 2025

RE: Addendum 3 to 2026-01 RFQ NFWUA Professional Engineering Services

To whom it may concern,

It has come to the NFWUA attention that there is confusion around the scoring criteria in comparison to the "Instructions to Respondents" for the above-referenced RFQ.

Please review the following page that has incorrect information struck through and corrections/additions underlined.

Sincerely,

Shannon Roberts  
Executive Director

## Instructions to Responders

To be considered responsive, all submittals must be made in accordance with these instructions.

**Submittals shall include one original and three copies (4 total sets of documents) of the following information and shall be organized in the following order.**

(DO NOT submit binders or glue bound/spined responses)

Title Page: Include name of firm, address, phone number, contact person.

- A. Table of Contents
- B. Letter of Transmittal: Limit to one page.
- C. Describe the firm/team and experience with projects of similar size and scope. Include the respective roles and responsibilities of each team member. Limit to ten (10) pages.
- D. Describe the general approach or methodology the firm/team takes when engaging with a project. Provide the team's availability commitment for the project duration. It is expected that the work will commence within 14 calendar days from the date the contract is awarded following negotiations. No more than ~~six (6)~~ eight (8) pages.
- E. References: Include the name, address, telephone number, and e-mail address for contact persons at three (3) public entities that represent the type of work requested for the scopes under this RFQ, to which the Respondent has provided these services within the last 5 years. Identify for each similar project a list of the proposed team members who worked on the project(s). Limit to six (6) pages.
- F. Provide a statement that the firm is licensed and qualified to perform the requested services in the State of Florida. Include copies of applicable licenses, registrations, and certifications of the firm and pertinent personnel who will participate in the project.
  - a. If applicable, provide Minority and Women Business Enterprise (MWBE) Certification
- G. Any supplemental information that might enhance the County's understanding of the firm and its experience/qualifications. Limit to one (1) page.
- H. Required Forms:
  - 1. Sworn Entity
  - 2. Conflict of Interest
  - 3. Drug Free Workplace Certification
  - 4. Information Sheet for Transaction and Conveyances Corporate Identification
  - 5. Certification Regarding Lobbying
  - 6. E-Verify
  - 7. Anti-Collision Statement Signature
  - 8. Debarment
  - 9. Failure to Preform Questionnaire
  - 10. Human Trafficking Affidavit
  - 11. Addendums (if applicable)

ADDENDUM ACKNOWLEDGEMENT

This is to certify that I have received a copy of Addendum #3 for 2026-01 RFQ NFWUA Professional Engineering Services.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(THIS DOCUMENT IS TO BE INCLUDED IN BID PACKAGE)