

## **ADDENDUM NO. 2**

### **PALM BEACH COUNTY WATER UTILITIES DEPARTMENT**

#### **UTILITY DISTRIBUTION & COLLECTION SYSTEM CONTINUING ENGINEERING SERVICES Project No. PBCWUD 26-019**

#### **QUESTIONS AND ANSWERS:**

**Q1** – Will Palm Beach County accept intercounty minority registrations, or will a state minority registration be acceptable?

**A1** – Per PPM CW-O-048 SELECTION OF PROFESSIONAL ENGINEERS, ARCHITECTS, LANDSCAPE ARCHITECTS, LAND SURVEYORS AND MAPPERS:

For a firm to be certified as an Small Business Enterprise (SBE) business under the County's Small Business Development (SBD) Program, the firm must meet the eligibility standards set forth in the Palm Beach County Code and apply for certification through the Office of SBD.

For Selection Criteria No. 6, a firm will not qualify for selection consideration as a County SBE firm unless the firm has received certification from the Office of SBD by the RFP response due date.

For Selection Criteria No. 4, businesses with State Certification will receive two points as mandated by state requirements.

**Q2** - Does the submitting firm have to have their primary office in Palm Beach County?

**A2** – No, have primary office in Palm Beach County is not required.

For Selection Criteria No. 5 Location of the firm's offices, please see extract below from PPM CW-O-048 SELECTION OF PROFESSIONAL ENGINEERS, ARCHITECTS, LANDSCAPE ARCHITECTS, LAND SURVEYORS AND MAPPERS:

Considering the entire project, up to 3 points may be awarded to a team, whether performed by the prime consultant, one or more sub-consultant(s), or both, based on the cumulative percent total of work that will be performed by personnel located within the teams' Palm Beach County offices. All consultants and/or sub-consultants shall submit, with their proposal: 1) a Business Tax Receipt issued by the Palm Beach County Tax Collector to verify the firm's permanent place of business and 2) a written statement ("letter of intent"), indicating the percent participation that each consultant and/or sub-consultant of the team is proposing to perform in the County. The County may take whatever action necessary to verify this information. Firms shall also clearly indicate the percentage of work that will be performed by the local office(s) and the percent of work (if any) that will be performed by offices

outside of Palm Beach County. A minimum participation of greater than 25% of the project total is required for the team to receive points in this category of local office.

**Q3-** Upon reviewing the PPM CW-O-048, it notes that firms are required to be CCNA certified by the RFP deadline. However, the second paragraph indicates that each department has the discretion to accept a LOI from a firm that has at minimum applied for CCNA certification.

I reached out to Holly Knight for clarification. She confirmed receipt of our CCNA application and acknowledged our interest in the WUD Continuing Services Contracts RFP, noting this may expedite the review. Yet, she emphasized that acceptance of the LOI remains at the discretion of each department.

Could you please confirm the acceptable status regarding the CCNA certification process for this RFP? We want to ensure our compliance and approach align with your expectations.

For reference, the PPM states

#### **IV. Certification**

##### **A. CCNA Certification**

For a professional Firm to be considered as a provider of CCNA Services to the County, it, along with all the professional sub-consultants, must be **CCNA CERTIFIED** with EPW by the RFP/RFS due date. For SBE, M/WBE, or DBE firms, the CCNA Certification requirement is in addition to SBE, M/WBE and/or DBE certification.

To become certified under CCNA, professional firms must submit a Palm Beach County CCNA certification application and proof that the firm meets the below listed criteria. The certification form is then reviewed and either rejected or approved by the County Engineer or his/her designee. A Construction Department has the discretion to accept an LOI from a firm that is not yet CCNA certified but has applied for certification.

**A3-** It is acceptable for proposal firms that have submitted their CCNA applications but have not yet received a confirmation of the certification at the proposal due date, to submit their proposals. The certification must be obtained prior to the Final Selection Committee meeting.

**Q4-** I wanted to reach out because I've been trying to access the "Instructions for Completing an RFP for the PBC Engineering Department" PDF from the Proposal Requirements section of the website: <https://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx>. Unfortunately, every time I click the link, I'm met with a "404 NOT FOUND" error. Would you be able to share the PDF directly with me?

**A4-** The reference PDF document is for PBC Engineering Department and doesn't apply to PBC Water Utilities Department.

**Q5-** Clarification on whether the structural engineering services may be provided independently by our firm or whether participation as part of a multidisciplinary team is required.

**A5-** To qualify the solicitation, the proposal team has to meet all CCNA categories specified in the advertisement. Hence, multidisciplinary team is required.

**Q6-** While reviewing the county's CCNA Certification records on Palm Beach County's website, I noticed Reina Engineering is no longer listed. I have attached a copy of the certification list downloaded a few weeks ago which includes our firm. We spoke to Holly Knight regarding this issue, and she informed us that our certification does not expire but gets removed from the list if not renewed within 3 years. I have also attached a related conversation with Dierdre Kyle.

**A6-** It is acceptable for proposal firms that have submitted their CCNA annual renewal applications but have not yet received a confirmation of the recertification at the proposal due date, to submit their proposals. The recertification must be obtained prior to the Final Selection Committee meeting.

Dated this 11<sup>th</sup> day of June 2026

Palm Beach County  
Water Utilities Department

A handwritten signature in cursive script that reads "Jane House".

Jane House, P.E., LEED AP  
Director of Engineering