

**ADDENDUM NO. 2**  
**Panama City Port Authority RFQ 24-01 Engineering Services for East Terminal**  
**Phase Two Warehouse**  
**February 9th, 2024**

General Questions:

- I. Can we include a cover letter?**
  - a. Yes, a cover letter may be included.
  
- II. Can the standard forms be rebranded for our company?**
  - a. Yes, the standard forms can be rebranded for your company as long as the information included is consistent with the requirements found in RFQ 24-01.
  
- III. Would it be acceptable to use an organization chart as well or is the form in the package preferred?**
  - a. The Port Authority requires the respondent to submit the Assigned Personnel and Experience (Form C, page 14) form that is found in RFQ 24-1.
  
- IV. Do you recommend a test electronic submission prior to the submittal date?**
  - a. The Port Authority recommends that if your company wishes to test the electronic submission process before the submittal deadline, you should contact Ms. Harris to coordinate. However, please note that any test submissions cannot contain information related to RFQ 24-01. Any proposals submitted after the deadline of February 23, 2024, at 2:00 PM due to technical difficulties will not be considered. It is the responsibility of the respondents to ensure timely delivery of their proposals.
  
- V. The Port Authority will publish the final addendum Friday, February 16, 2024.**