DATE: August 28, 2017

TO: All Prospective Providers

FROM: Tron D. Jones, Contract Specialist

RE: RFQ No. 2018-1652 – Contract for Professional Consulting Services for the Department of Public Works

ADDENDUM NUMBER 1

Prospective Providers are hereby notified that this Addendum shall be attached to and made part of the above named Solicitation and Contract Documents.

Instructions: Acknowledgement of receipt of ADDENDUM NUMBER 1 is required from each and every participating Prospective Provider. An original signed copy and the specified number of photocopies of ADDENDUM NUMBER 1 are required to be included with your valid solicitation submittal. Omission of this acknowledgement or failure to supply the correct number of copies may result in a Prospective Provider’s submission being deemed as “non-responsive” in nature.

Any and all other terms, conditions, requirements, responsibilities and / or expectations contained in the original solicitation shall remain “as is”, and shall not be altered, edited and / or changed in any manner by the inclusion of ADDENDUM NUMBER 1 in the original solicitation package, except as specifically referenced in the addenda.

Prospective Providers have submitted the following seventy-two (72) inquiries to the City in regard to this solicitation. In some instances, identical or similar inquiries have been combined into one inquiry to facilitate the response process. The City’s responses to these inquiries are provided below for your consideration in the preparation of your solicitation response.
END OF ADDENDUM
NUMBER 1

This is to acknowledge receipt of and adherence to ADDENDUM NUMBER 1, this day of ____________, 2017.

_______________________________
Printed Legal Name of Authorized Representative / Title

_______________________________
Signature of Authorized Representative / Date

Please note Answers are in Red.

1. Is the Prospective Provider’s Sworn Statement included in the page count? No.
2. Is the Credentials Section which includes the affidavits included in the page count? No.

3. The section from Kimmeridge Drive to Warren Way, is it assumed there will be no 3-5 ft landscaper buffer in this area and the trail will be on the back of the curb & gutter? A landscape buffer is anticipated along Headland from Kimmeridge Drive to Warren Way.

4. Is a signal modification anticipated at Warren Way and Norman Berry Drive; Semmes Street and Norman Berry Drive; and at Milledge Street and Norman Berry Drive? A signal modification may be necessary however at this stage of the process the extent of the modification, if any, is not known for certain.

5. Can we assume no railroad coordination will be required and that the bridge will not be modified for the full width trail to go underneath it? Railroad coordination is not anticipated. The bridge will not be modified during this project.
6. For the Spur Trial along Connally Drive, what are limits of this trail and what side of the road will the trail be on?
The limits of the trail along Connally are between Main Street\SR14 and Norman Berry Drive. The side of the street along Connally where the trail will be located has not been determined.

7. For the Milledge Street section of the trail it is assumed that the trail will be on the school side of the road. Does the trail stop at Jefferson Avenue or go some distance along Jefferson Avenue to Harris Park?
The side of the street along Milledge where the trail will be located has not been determined for this section. The trail will stop at Jefferson Avenue.

8. What is the proper title for this submission? The header states that the submittal is for RFQ No. 2017-1652. Page 9 of 19 states that this submittal is for RFP No. 2018-1652.
RFQ No. 2018-1652.

9. Page 3 requests that E-verify forms be submitted to the City in a separate envelope. Page 34 requests that the form be submitted in the Credentials Section. Please clarify.
Please submit in a separate envelope.

10. Page 4 states that the selected provider shall be required to execute the SAVE affidavit prior to the final award. Page 34 requests that the form be submitted in the Credentials Section. Please clarify.
Please submit in a separate envelope with the E-Verify documents.

11. Will a SAVE affidavit be added to the documents on the website?
Yes. The document is attached.

12. Are letters of reference required for this submittal as stated on page 37? The information required refers to “successful experience in managing a station or facility similar to the City’s.”
Please disregard that statement. References are required with this solicitation.

13. Exhibit D states that the survey is attached. Will this be made available?
A .pdf of the Right of Way and Topographic Survey is included in this addendum. The AutoCAD files will be made available to the successful provider. If the prospective provider expects that additional survey will be needed, the cost to complete the additional survey shall be included in this RFQ.

14. Can we submit on a single project or are we submitting on the bundle?
The consultant may submit on a single project or multiple projects.
15. If we are submitting on multiple projects are you requiring multiple submittals since an approach is required?
   If the prospective provider is submitting on multiple projects, a submittal for each project shall be required.

16. Page 1 of the above-referenced RFQ indicates the scope is to design roads, intersections, etc. Yet Section 1.0, Item 1.3 of the RFQ describes an entirely different scope – evaluation of the City’s development plan review, zoning, and permit processes. Unless the scope is clarified, it’s impossible to respond to the RFQ. Thank you in advance for your clarification.
   Please disregard the references to development plan review, zoning, and permit process as indicated in section 1.3. The scope in this RFQ shall include work associated with the design of roadways, intersections, sidewalks, and trails.

17. Since the RFQ states that the Prime Consultant or Sub consultants must be GDOT pre-qualified or show work experience and ability in the area classes. Will this statement be considered if we are a minority vendor and do not have all of the Area Classes mentioned for the Prime. Will we be considered for the RFQ or deemed non-responsive? It is difficult for most Minority Firms to have all of the required Area Classes mentioned in the RFQ.
   Prime consultants or sub consultants will be considered for the RFQ if work experience and ability can be shown in an area-class for which they are not prequalified by the Georgia Department of Transportation.

18. The page 1 of the Invitation to Participate states that the City of East Point is soliciting sealed proposals for Professional Engineering Design Services to provide engineering design for 4 projects. Part II of the RFP refers to a comprehensive evaluation of the City’s development plan review, zoning and permit processes, and fee comparison study. Are both items to be included in the proposal? Both items are not included in the proposal. Please disregard the references to development plan review, zoning, and permit process as indicated in section 1.3. The scope in this RFQ shall include work associated with the design of roadways, intersections, sidewalks, and trails.

19. What GDOT Prequalifications are required for this project?
   The required GDOT prequalifications are shown in the project Exhibits. Please note that Prime consultants or sub consultants will be considered for the RFQ if work experience and ability can be shown in an area-class for which they are not prequalified by the Georgia Department of Transportation.

20. Is this RFP for 4 different projects (each project awarded individually), or 1 award for all 4 projects? The required area classes for each project are different which leads us to believe RFQ would be award for individual projects.
   Each project will be awarded individually.
21. The project titled “North Desert Drive Extension to Ale Circle – Intersection Improvements” states that the prime consultant is required to hold area classes 3.02 and 3.03. While we are not pre-qualified in 3.03, but we have designed roundabouts. Is there a possibility of the City waiving the 3.03 class requirement?  
The GDOT class requirements may be waived if the Prime consultants or sub consultants can illustrate work experience and ability in an area-class for which they are not prequalified by the Georgia Department of Transportation.

22. The RFQ states that there will be a 72-hour time period between the City answering the any questions and the proposals being due. Can the bid date be extended to allow enough time to address the forthcoming addendum?  
The new RFQ Due date is Thursday, September 7, 2017 at 3:00pm.

23. Can you please state how the project will be awarded? Based on qualifications, fees or a combination? If a combination, is there a percentage breakdown? The document calls it an RFQ on same pages and an RFP on others.  
The project will be awarded based on a combination of qualifications and fees. The scoring criteria and point breakdown is shown in section 11.1 of the RFQ. This is an RFQ please disregard any typos that reference an RFP.

24. We are new to the Atlanta market and our GDOT pre-qualification is under review and will not be approved by the RFP closing date. However, our resumes reflect experiences in the required area classes. Is that enough to demonstrate our competency in the required area classes?  
Prime consultants or sub consultants will be considered for the RFQ if work experience and ability can be shown in an area-class for which they are not prequalified by the Georgia Department of Transportation.

25. Is the $50,000 limitation for each individual contract or for all four contracts?  
The $50,000 limitation that is referred to in Part II is removed. The projects will be awarded on a combination of qualifications and cost. The consultant shall submit their most competitive cost to provide the services requested in the RFQ.

26. If we are a sub-consultant to multiple Teams is that collusion?  
No, a consultant may be a sub-consultant to multiple teams.

27. Can the City provide a blank non-collusion form?  
Please see the attached.

28. Is there a link on the City’s website for the non-collusion form?  
No. Please see the attached.

29. Can the deadline for proposal submittal be extended to allow at least thirty days for providers to respond?  
No. The proposal deadline has been updated please see question 22.
30. What is the total construction & design budget for Washington Road sidewalk?
   The total construction and Design budget will be based on the funds received from the Fulton County TSPLOST. The consultant shall submit their most competitive cost in order to successfully provide design services requested in the RFQ.

31. What is the total construction & design budget for East Point Path Model Mile?
   The total construction and Design budget will be based on the funds received from the Fulton County TSPLOST. The consultant shall submit their most competitive cost in order to successfully provide design services requested in the RFQ.

32. What is the total construction & design budget for North Commerce Drive & Redwine Road project?
   The total construction and Design budget will be based on the funds received from the Fulton County TSPLOST. The consultant shall submit their most competitive cost in order to successfully provide design services requested in the RFQ.

33. What is the total construction & design budget for Ale Circle Realignment and North Desert Drive Extension?
   The total construction and Design budget will be based on the funds received from the Fulton County TSPLOST. The consultant shall submit their most competitive cost in order to successfully provide design services requested in the RFQ.

34. Is the City going to waive all permit fees? If not what are they so we can include in our fee?
   City permit fees shall be waived. Fees associated with permits not issued by the city shall be included in the design fees.

35. Are environmental and historical studies required for all the contracts?
   Historical studies are not anticipated for these projects. Environmental studies related to wetlands may be required for the Ale Circle Realignment and North Desert Drive Extension.
   A noise study will be required for the Ale Circle Realignment and North Desert Drive Extension. If the prospective provider identifies additional potential environmental issues in the project approach. The cost for the studies shall be included in the fee proposal.

36. Please clarify "environmental studies"
   Historical studies are not anticipated for these projects. Environmental studies related to wetlands may be required for the Ale Circle Realignment and North Desert Drive Extension.
   A noise study will be required for the Ale Circle Realignment and North Desert Drive Extension. If the prospective provider identifies additional potential
environmental issues in the project approach. The cost for the studies shall be included in the fee proposal.

37. Are the projects expected to be designed to GDOT design standards and follow GDOT's format for bidding? These projects are locally funded and will not follow the GDOT PDP or GDOT format for bidding.

38. Please provide more information about the public information meeting. Is the provider expected to rent the venue? The venue for the public information meeting will be provided by the City of East Point. The provider is not expected to rent the venue.

39. Will conference calls be appropriate in place of monthly meeting as the budget is only $50,000? The budget of $50,000 was placed in error and eliminated from this RFQ. A combination of conference calls and face-to-face meetings are anticipated.

40. Can we respond to one or two contracts or are we required to meet the requirements for all four contracts? The consultant may submit on a single project or multiple projects.

41. Will the addendum be issued on Monday or Tuesday? Monday, August 28, 2017.

42. Can you acknowledge receipt of our questions? The Addendum serves that purpose.

43. There are four separate projects discussed. Do we submit separate proposals, each with 30 page limits, for each project? If the prospective provider is submitting on multiple projects, a submittal for each project shall be required.

44. Does paragraph 4.4 on page 4 of 19 apply to this project? No, please disregard.

45. Does paragraph 4.7 on page 4 of 19 apply to this project? No, please disregard.

46. Does paragraph 5.3.2 on page 5 of 19 apply to this project? No, please disregard.

47. Does paragraph 1.2 on page 20 of 46 apply to this project? No, please disregard.

48. Does paragraph 1.3 on page 20 of 46 apply to this project? No, please disregard.

49. Does paragraph 1.6 on page 20 off 46 apply to this project?
No, please disregard

50. Do paragraphs 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7 on pages 21 and 22 of 46 apply to this project?
No, please disregard

51. Does paragraph 4.1 on page 24 of 46 apply to this project?
No, please disregard

52. Do paragraphs 8.1.1, 8.1.2, 8.1.3, 8.1.4, and 8.1.5 on pages 27 and 28 of 46 apply to this project?
No, please disregard

53. On page 34 of 46 there is a paragraph that starts with "The Methodology....... the services requested by the City in this RFP.” This paragraph refers to Professional Station Management and Videography Services. Does this apply to this project?
No, please disregard

54. On page 40 of 46 there is a paragraph entitled Detailed Proposed Cost. This paragraph says the cost of services under this contract shall not exceed $50,000 annually. Does this paragraph apply to this project?
No, please disregard

55. If you make changes in the paragraphs referenced in items 2 through 12 above and issue the changes in an addendum on Monday will you consider a one-week extension in the due date?
The new RFQ Due Date is, Thursday, September 7, 2017 at 3:00pm.

56. Must each contract be submitted under separate cover?
If the prospective provider is submitting on multiple projects, a submittal for each project shall be required

57. Can one proposal response be for all 4 contracts?
If the prospective provider is submitting on multiple projects, a submittal for each project shall be required

58. Can the cost proposal for all 4 contracts be presented as one lump sum or should each contract have a separate cost proposal.
Each project must have a separate cost

59. Is each firm required to respond to all the contracts in the RFP or can we choose ones to respond to?
If the prospective provider is submitting on multiple projects, a submittal for each project shall be required

60. If the prime can demonstrate the firm has used sub-consultants in the required area classes will that meet the City’s intent of “showing work experience and ability in the required Area classes” in lieu of GDOT prequalification?
Prime consultants or sub consultants will be considered for the RFQ if work experience and ability can be shown in an area-class for which they are not prequalified by the Georgia Department of Transportation

61. Can a firm serve as a prime consultant and a sub consultant on the same contract?
   If a firm serves as a prime consultant on a contract, there isn’t a need to serve as a sub-consultant on that same contract.
   A consultant may serve as a prime on one contract and a sub on a different contract

62. Page 2 indicates the formal price is not the agreed upon cost but shall be used as negotiation. Page 40 indicates that the cost proposal provided by the provider shall not exceed $50,000. Will the City award any contract above $50,000?
   The city will award contracts above $50,000. Please disregard the statement indicating a maximum award of $50,000.

63. Page 40 indicates the cost proposal shall not exceed $50,000 or will not be evaluated. Is that intended for all 4 contracts or for each individual contract?
   The city will award contracts above $50,000. Please disregard the statement indicating a maximum award of $50,000.

64. Contract 1: Ale Circle realignment indicates the geotechnical requirements are to be done per GDOT guidelines. GDOT requires a boring every 300 feet in fill section to below the ditch line. And a boring every 100 feet in cut and 3 borings every 100 feet if there are rocks. These are over 30 borings and will consume about half of the contract budget of $50,000. Is the $50,000 limit correct?
   The city will award contracts above $50,000. Please disregard the statement indicating a maximum award of $50,000.

65. Is Section 1.06a NEPA part of the Environmental deliverables for Ale Circle realignment?
   No

66. Is Section 1.06b – History part of the Environmental deliverables for Ale Circle realignment?
   No

67. Is Section 1.06c – Air Studies part of the Environmental deliverables for Ale Circle realignment?
   No

68. Is Section 1.06d – Noise Studies part of the Environmental deliverables for Ale Circle realignment?
   Noise studies will be required as part of the environmental deliverables for Ale Circle Realignment

69. Is Section 1.06e – Ecology part of the Environmental deliverables for Ale Circle realignment?
A wetland delineation may be required, if so the prime consultants or sub consultants will be considered for the RFQ if work experience and ability can be shown in Section 1.06e.

70. Is Section 1.06f – Archaeology part of the Environmental deliverables for Ale Circle realignment?
   No

71. Is Section 1.06g – Freshwater part of the Environmental deliverables for Ale Circle realignment?
   No

72. Is a traffic Study and signal timing and sequencing required for both signals on camp creek in contract 1 for Ale Circle realignment contract?
   A traffic study and signal timing and sequencing on Camp Creek Parkway/ State Route 6 will be required for the Ale Circle Realignment contract.
NON-COLLUSIVE AFFIDAVIT OF PRIME OFFEROR

I, _______________________________________________________, certify that pursuant to East Point's policies, this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid or proposal for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud of any type. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal and legally bind the Offeror.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _________________________________ has not, by itself or with any others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on this project by any means whatsoever, nor has Affiant caused or induced another to withdraw a bid or offer for the work and/or to submit an invalid and/or incorrect bid or offer for the work.

Affiant further states that the said offer of _____________________________________________________________ is a bona fide offer, and that no one has contacted any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to other bidders, to do so at a higher prices.

________________________________________________________
Company's Name

________________________________________________________
President / Vice President

Sworn to and subscribed before me this _______ day of ____________________, 20_______

________________________________________________________
Secretary / Assistant Secretary

Affix corporate seal here, if a corporation

Notary Public: _____________________________________________

City: _____________________________________________________

My Commission expires: _____________________________________

NOTE: If the Offeror is a partnership, all of the partners and officers, agents, or other persons who may have represented or acted on behalf of the partnership in bidding for or procuring this contract shall also make this oath.

If the Offeror is a corporation, all of the officers, agents, or other persons who may have represented or acted on behalf of the corporation in bidding for or procuring this contract shall also make this oath.
Contractor’s S.A.V.E. Affidavit
Under the Systematic Alien Verification for Entitlements Program
Pursuant to O.C.G.A § 50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for a City of East Point Georgia contract award or other Public Benefit as provided by O.C.G.A. § 50-36-1, and determined by the Attorney General of Georgia in accordance therewith, I am hereby stating the following with respect to my application for a City of East Point contract award / public benefit:

__________________________________________________________________________
Name of natural person applying on behalf of individual, business, corporation, partnership, joint venture or other private entity

1) __________________________ I am a United States citizen;
OR

2) __________________________ I am a legal permanent resident eighteen (18) years of age or older;
OR

3) __________________________ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, who is eighteen (18) years of age or older, and lawfully present in the United States of America. All non-citizens MUST provide their Alien Registration Number below.

__________________________________________________________________________

The undersigned applicant also hereby verifies that he or she has provided at least one (1) secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit is:

__________________________________________________________________________

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

__________________________________________________________________________
Signature of Applicant

__________________________________________________________________________
Printed Name of Applicant

Subscribed and Sworn before me on this the

______________________ day of ____________________, 201__

__________________________________________________________________________
Notary Public

My Commission Expires On: ______________________________