

CHATHAM COUNTY PURCHASING & CONTRACTING DEPARTMENT

ADDENDUM NO. 1 TO RFP 20-0059-4

FOR: ON CALL MISCELLANEOUS CIVIL DESIGN SERVICES FOR CHATHAM COUNTY

PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

NOTE: The Not to Exceed dollar amount for this annual contract shall be \$250,000 per year, per contract.

SEE ATTACHED SHEETS (2 pages) FOR RESPONSES TO QUESTIONS RECEIVED:

**NOTE: PROPOSALS REMAIN DUE BY:
5:00 PM, WEDNESDAY, JULY 29, 2020**

THE PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.

7/20/20
DATE



ROBERT E. MARSHALL
SENIOR PROCUREMENT SPECIALIST
CHATHAM COUNTY

Questions Received for: ***RFP 20-0059-4 On Call Misc. Civil Design Services for Chatham County***

1. Q) Given recommendations to minimize human contact due to COVID-19, would the County consider accepting electronic submissions instead of physical copies to reduce risk to the team required to print the proposal, delivery professionals, and the City staff?
A) Yes. However, the e-mail/electronic copy must be received prior to 5:00PM, July 29, 2020.

2. Q) With existing constraints due to COVID-19, it's difficult to obtain original signatures and notarization. The state of Georgia has authorized the use of digital notarization. Would the County consider accepting digitally authorized signatures and notaries on forms for the proposal's required forms?
A) Yes.

3. Q) On page 8 in section 2.9, it mentions the consultant is required to supply a copy of their tax certificate. Could you clarify: is this required for the proposal or a requirement only after a successful bid/with a contract?
A) Tax Certificate will only be needed if you are awarded a contract.

4. Q) On page 17, III. Experience and Qualifications, it mentions that scoring is on the competencies of principal professionals and lead staff, but also mentions wanting relevant experience of PM and team members in the bullet points. Could you clarify:
 - a. Would you like resumes for all team members mentioned on the organizational chart?

or

 - b. Would you prefer resumes for the project manager and key team members with a chart that provides education, registration, and years of experience for all team members?***A) Resumes are required of anyone you plan to use on this contract.***

5. Q) On page 19, it says: "Contracts will be for one (1) year with automatic renewal options for four (4) additional one (1) year terms with total fees not to exceed \$100,000 per year." And then on page, 17 it states: "The contract will be for up to five years and for an amount not to exceed \$250,000 per year per contract." Could you clarify the total fees and renewal option information?
A) This contract will be for one (1) year with automatic renewal options for four (4) additional one (1) year terms with total fees not to exceed \$250,000 per year. (The \$100,000 amount was from the previous contract)

6. Q) Can you confirm: the only required form that subconsultants need to provide for the proposal is Attachment D: Subconsultant Affidavit?
A) Attachment D and Attachment A (Drug-Free Workplace Certification)

7. Q) Will the county consider compliant the submission of scanned/copied forms (Attachments A through H and Document Checklist) in lieu of wet-ink/original signature documents in the printed, original proposal?

A) Yes.

8. Q) Please confirm that one (1) electronic copy of our proposal may be submitted via email in lieu of submitting one (1) original and four (4) copies via mail/courier.

A) At the present time, yes.

9. Q) Please confirm that GDOT DBE certified firms may be used to satisfy the local M/WBE requirement.

A) You will receive points for GDOT M/WBE certified firms.