

April 19, 2024

TO: ALL BIDDERS UNDER RFP No. 24-500661  
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

## ADDENDUM NO. 2

RFP 24-500661 Stone Mountain PATH Trail (CDAP) is hereby modified as follows:

1. We have received the following questions pertaining to this RFP. The questions and the responses are below:
  - a. **Question:** Can we affix electronic signatures in place of wet signatures?  
**Answer:** Yes, however, only documents that **do not require notary signatures** will be accepted with electronic signatures, otherwise, the document would require wet signatures/stamps. Additionally, your company's response to the RFP must be submitted as indicated in the RFP solicitation document, page 8 (B. Submittal Instructions).
  - b. **Question:** Due to prolonged shipping delays throughout North America, will the County kindly accept electronic submittals via email or secure file transfer for responses to the proposal? If not, would the County consider receiving an electronic submittal by the deadline, if followed up by mailed hard copies that may arrive after the deadline?  
**Answer:** We currently do not accept electronic submittals. Your company's response to the RFP must be submitted as indicated in the RFP solicitation document, page 8 (B. Submittal Instructions).
  - c. **Question:** Will the required Cost Proposal form provided on Page 21 of the RFP be updated to reflect the 4 tasks shown in the scope on Pages 14-18?  
**Answer:** Yes, see revised, "Attachment "B" (Cost Proposal Form)
  - d. **Question:** For those unable to attend the non-mandatory pre-proposal conference on April 2, will there be an opportunity to view a recording or summary of the meeting, including a list of participants?  
**Answer:** You can request an Open Records Request via our website using the following link: <https://www.dekalbcountyga.gov/open-records-request-purchasing>.
  - e. **Question:** I noticed that the mandatory meetings were listed in the GFE table, as well, so I wondered if we still needed to attend the meetings if we're meeting the standards. Are we now deemed ineligible to submit because I missed those meetings?

**Answer:** Not attending the Mandatory LSBE meeting on one of the dates indicated in the solicitation would deem your company/firm non-responsive. An additional date for the Mandatory LSBE Meeting was released as Addendum #1 on April 8, 2024.

2. The following has been revised:
  - a. Replace “Cost Proposal Form” on page 21 in its entirety and replace with the attached “Revised Cost Proposal Form”, to reflect all 4 tasks in the Scope of Work.

Please Note: Failure to utilize the “Revised Cost Proposal Form” will deem your company non-responsive.

3. All other conditions remain in full force and effect.
4. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Yesenia Diaz, Procurement Agent, at [ydiaz@dekalbcountyga.gov](mailto:ydiaz@dekalbcountyga.gov) before the bids are due to confirm the number of addenda issued.

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Yesenia Diaz  
Procurement Agent  
Department of Purchasing and Contracting

## ACKNOWLEDGEMENT

Date

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The above Addendum No. 2 to RFP No. 24-500661 is hereby acknowledged:

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(Name of Bidder)

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(Signature)

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(Title)

**REVISED COST PROPOSAL FORM**

(2 of 2 pages)

Responders shall submit a total cost inclusive of all public involvement, project management, and project deliverables, including but not limited to the following:

- 1) Labor, time, training materials (i.e. printed materials, webinars, toolkits etc.), engagement processes and all costs associated with completing public involvement;
  - 2) Labor, time, consulting with County staff, Project Management. team and Stakeholder committee, and all costs associated with completing project management;
  - 3) Labor, time, digital materials, and all costs associated with completing project deliverables.
- The Cost Proposal Form shall not be altered for risk of being deemed non-responsive.

DESIGN PHASE	COST
1. Task 1-Public Involvement	\$ _____
2. Task 2- Project Management	\$ _____
3. Task 3- Conceptual Plan & Analysis Report Development	\$ _____
4. Task 4 – Prepare Project Deliverables	\$ _____
TOTAL	\$ _____

Please Note: Failure to utilize the “Revised Cost Proposal Form” will deem your company non-responsive.