

**March 7, 2022**

**TO:** All Bidders under Request for Proposal (RFP) No. 21-500596

**FROM:** Department of Purchasing and Contracting, DeKalb County, Georgia

**ADDENDUM NO. 2**

Request for Proposal (RFP) No. 21-500596 Consent Decree (CD) - On Call Engineering Services: Trunk Sewer Design, is hereby amended as follows:

- A. It is **Mandatory** that proposers acknowledge Addendum No. 2.
- B. We have received questions pertaining to this Request for Proposals. The questions and their resulting answers appear below:
  - 1. Question: In Part 1 – Firm Qualifications, Experience and References, as shown below, could you please clarify whether the three projects referenced in 5.a.2 require completion of design or completion of construction within the past 7 years.

Also, are these projects the same as provided on Attachment D – Contractor Reference and Release Form, or in addition to which would result in a total of 6 projects overall?

5.a.2) Firm Trunk Sewer Design Experience; Minimum firm qualifications shall include at least three (3) trunk sanitary sewer designs involving at least 24” diameters (5,000’ minimum each project) over the past 7 years. The prime firm proposing must have completed 50% of the work included in each project submitted as part of their proposal.

Answer: The projects referenced in 5.a.2 require completion of the design within the past 7 years. These can be the same projects listed on Attachment D.

- 2. Question: Can we clarify Willie Moon’s email address? There were two different email addresses mentioned in the RFP – Is it [wm@DeKalbcountyga.gov](mailto:wm@DeKalbcountyga.gov) or [wmoon@DeKalbcountyga.gov](mailto:wmoon@DeKalbcountyga.gov)?

Answer: Procurement Agent, Willie Moon, can be contacted at [wmoon@dekalbcountyga.gov](mailto:wmoon@dekalbcountyga.gov).

- 3. Question: To meet the font requirement, can we use any font as long as it’s 11-point size?

Answer: Yes. You can use any 11-point font as long as it's a font that is legible and can be easily read.

4. Question: In page 9 or RFP under #2 Format, can we clarify that the 26-page limit (single-sided) or 13-page limit (double-sided) only apply to the Technical Proposal and this page limit does not apply to the Cost Proposal? This requirement says, "The Technical Proposal must not exceed a total of 26 single-sided pages or 13 double-sided pages, including Transmittal letter and Attachment B, Proposal Cover Sheet," however Attachment B is to be included in the Cost Proposal (excluded from the Technical Proposal), therefore please clarify what is included in the page limit.

Answer: III. Proposal Format, B. Technical Proposal, 2. Format is revised to read as follows:

The Technical Proposal must not exceed a total of 26 single-sided pages or 13 double-sided pages, including Transmittal letter and Attachment C, *Proposal Cover Sheet*, and must be on 8½ x 11-inch paper with 1-inch or greater margins, excluding the index or table of contents, front and back covers, title pages/separation tabs, and appendices.

5. Question: In page 16 of the RFP, the requirement under N. Insurance for Professional Services says, "Prior to commencing work, Contractor shall, at its sole expense, procure and maintain Insurance..." Please clarify when exactly insurance certificates are required, do we need to submit insurance certificates along with the proposal or after contract award?

Answer: Insurance certificates are required after award of the contract and are not required with the proposal.

6. Question: In page 7 and 10 of the RFP regarding financial statements, we are required to submit financial statements of the last 3 years. Please define exactly which years the County means by "the last 3 years."

Answer: The financial statements should be for years 2018, 2019, and 2020.

7. Question: In page 11 of the RFP regarding the team organization chart requirement, please clarify what you'd like to see in "Team organization, including project role/function chart." What do you mean by, "including project role/function chart"? Is this another chart to include in addition to the organizational chart?

Answer: The project role/function chart is a chart that breaks out the individual roles of the people on the team (i.e. Project manager, CAD designer, Senior engineer, etc.). This does not have to be a separate chart and can be included in the

Organizational chart so long as the roles/functions are specified. You may also show any additional information you would like in the Organizational chart.

8. Question: It is required that all responding Responders attend the mandatory LSBE meeting within two-weeks of the solicitation's advertisement, and comply, complete and submit all LSBE forms with the Responder's response to remain responsive. Do subconsultants need to attend the LSBE meeting?

Answer: No. Subconsultants do not need to attend a mandatory LSBE meeting. However, Prime Contractors submitting a proposal must attend a mandatory LSBE meeting pursuant to the DeKalb First Ordinance.

9. Question: It's our understanding that key staff licenses and certifications are required in the proposal, however, please clarify when the company's business and professional licenses are to be submitted. Is it with the proposal or upon award? On page 12 of RFP, it says this is required in appendices and on page 15 of RFP, it says upon award.

Answer: Business Licenses may be submitted with the proposal or upon award. If the Business License is submitted with proposal, it must be included in the appendices. Professional license information must be submitted with the proposal. It is recommended that the proposer include the Professional license type and number on the resumes or in the alternative a copy of the license be included with the resume.

10. Question: Can the County clarify which attachments need to be signed by the subconsultants?

Answer:

All subconsultants must complete and submit Attachment G, *Sub-Responder Affidavit of Compliance with O.C.G.A. § 13-10-91*.

The LSBE subconsultants must also complete and submit:

- Attachment H, *DeKalb First LSBE Information (with Exhibits 1 – 2)*, where applicable

11. Question: If a subconsultant is not a certified LSBE, which attachments are required to be signed by them?

Answer: See Question and Answer No. 10.

12. Question: For forms in "Attachment I First Source Jobs Ordinance Information," which say, "Please return this form to WorkSource DeKalb, fax (404) 687-4099 or

email to [FirstSourceJobs@dekalbcountyga.gov](mailto:FirstSourceJobs@dekalbcountyga.gov)” and “Please return this form to WorkSource DeKalb, (404) 687-3900 or email to [fkadkins@dekalbcountyga.gov](mailto:fkadkins@dekalbcountyga.gov)” – Are – Are these forms to be included in the proposal AND, or OR, are they only to be submitted via email?

Answer: Exhibit 1, First Source Jobs Ordinance Acknowledgement and Exhibit 2, New Hire Tracking Form, must be fully completed and included in the bid proposal package. Failure to complete and submit these mandatory forms with the technical proposal, will result in the responder being deemed non-responsive.

13. Question: Will the County allow bidders to use electronic signatures instead of wet signatures?

Answer: Yes

14. Question: On pages 10 and 11, Part A, the term Prime Firm Proposing is used twice in regard to the project experience we show. Does this mean that we are not allowed to use our subconsultant's projects in this section?

Examples:

- **The prime firm proposing** must have completed 50% of the work included in each project submitted as part of their proposal.
- **For the prime firm proposing**, provide past relevant experience and at least three client references for trunk sewer design projects similar in scope to the work outlined in this RFP.

Answer: No subconsultant projects can be used but joint venture member projects can be used.

15. Question: If we have a subconsultant that is not an LSBE, which Reference and Release Form applies to them? Should we use Attachment E and note that the firm is not an LSBE?

Answer: Attachment E, *LSBE Subcontractor Reference and Release Form* is deleted.

See also Question and Answer Nos. 10-11.

16. In Attachment I First Source Jobs Ordinance, are Exhibit 2-4 required to be completed and submitted in the proposal?

Answer: No. The only exhibits that must be included with the proposal under Attachment I, *First Source Jobs Ordinance Information* is: Exhibit 1, First Source Ordinance Acknowledgement Form and Exhibit 2, New Hire Tracking Form. Both

must be fully completed and signed by a principle of the company, if a signature is requested, i.e., Exhibit 1.

17. Question: Please clarify which attachments are required to be submitted with the proposal.

Answer: The required attachments should be submitted as stated in the RFP.

18. Question: In review of the RFP 21-500596, it appears as if you want the prime consultants to give you a cost proposal that gives the overhead, profit and markup on subconsultants in the Cost Proposal Form as a part of this proposal submittal.

The RFP Attachment A page 1 states that this work will be both office design (Items 1-9) and field construction management (Items 9-11).

- a. Do you want the proposers to provide a combined overhead rate or
- b. Provide a field overhead rate for construction management activities and an office overhead rate for design activities

Answer: Proposers should provide a combined overhead rate.

19. Question: Page 6 of 20 of the RFP states that you will seek proposals from the selected consultants for each task order.

Will the selected consultant(s) proposals be only a submittal of a defined scope for the requested task order and a matrix of the hours per task and subtask for the requested task order? The concern is that the selected consultant(s) will not have to perform another exhaustive proposal like this one for each forthcoming requested task order detailing a PM, Staff, Subs, LSBE requirements, experience, etc. etc. etc.

Answer: Awarded consultant(s) will only be required to respond to a defined scope with a matrix of hours for each task and sub-task. The task orders will not be as detailed as this RFP and the task order proposals will not require as many items as requested under this RFP.

20. Question: Regarding the above referenced solicitation, the times and links for the mandatory Prime/LSBE meetings are not posted on the website. Would it be possible to have this information published?

Answer: The time and links for the mandatory Prime/LSBE meeting are listed on the County's website at: <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>.

21. Question: It appears that under Part 1 – Firm Qualifications, Experiences and References, questions 5.a.2 and 5.b both request a narrative describing the firm's

experience in providing relevant engineering services for wastewater trunk sewer design services. Is this duplication intentional or should we only provide this narrative once?

5. Part 1 – Firm Qualifications, Experience, and References

- a. Provide a narrative describing the firm's qualifications to perform the project work, including:
  - 1) Professional Capabilities
  - 2) Firm Trunk Sewer Design Experience; Minimum firm qualifications shall include at least three (3) trunk sanitary sewer designs involving at least 24" diameters (5,000' minimum each project) over the past 7 years. The prime firm proposing must have completed 50% of the work included in each project submitted as part of their proposal.
- b. Please provide a narrative describing your firm's experience in providing relevant engineering services for wastewater trunk sewer design services for Consent Decree and CIP programs of a similar nature or other relevant public works programs.

Answer: You only need to provide this narrative once.

22. Question: Do the client references included in Part 1 Requirement C (PDF page 11) need to match the client references provided in Attachment D: Contract Reference and Release Form?

Answer: No, they can be different references in both sections or they can be the same.

23. Question: Will the County be providing land acquisition services or is that to be provided by consultant?

Answer: The County will be providing land acquisition services through a separate contract for land acquisition services.

24. Question: Can you confirm that the Checklist for Good Faith Efforts is only required if consultant does not meet the LSBE participation benchmark of 20%?

Answer: Yes. The Checklist for Good Faith Efforts is required if the consultant (Prime) is unable to meet the LSBE participation benchmark of 20%. All required documents must be returned completed to maintain responsiveness.

25. Question: With respect to Attachment J (Certificate of Corporate Responder) – Our firm is an employee owned corporation with an extensive list of shareholders. Will the County accept a statement declaring the number of shareholders along with percent of ownership in lieu of listing all names and addresses?

Answer: Yes

26. Question: Regarding the requirement of 1-inch or greater margins, is it acceptable for headers and footers to be less than 1 inch from the page edges, as long as the body copy is at least 1 inch from the page edges?

Answer: Yes. It is acceptable for the headers and footers to be less than one (1) inch from the page edges.

27. Question: Can header and footer text be less than 11-point font?

Answer: Yes. The header and footer can have text that is less than 11-point font.

28. Question: Since this is an on-call contract with contract values to be determined, does the Mentor-Protégé Initiative (last page of Attachment H) need to be completed for this submittal?

Answer: No.

29. Question: Are program management firms eligible to pursue this contract?

Answer: Yes, any subconsultants on the program management firm's teams are eligible to propose on the RFP should they meet the requirements of the RFP. However, DeKalb DWM's program management prime consultants, Jacobs and AECOM, are not eligible to propose on this RFP.

30. Question: Are audited overhead rates required for subs or only for the prime firm?

Answer: Audited overhead rates are required only for the Prime firm.

31. Question: Are the past 3 years' financial statements required for subs or only for the prime firm?

Answer: The past three (3) years of financial statements are required only for the Prime firm.

32. Question: Due to the on-call nature of this submittal there is no specific dollar amount associated with the RFP. Is the Mentor Protege Form included with Attachment I required at this time, as the project values are unknown?

Answer: No



33. Question: Should the proposed % availability be given for all proposed staff in the organization chart or only key staff and specific roles indicated in the RFP?

Answer: The percent (%) availability is required only for key staff and specific roles indicated in the RFP.

34. Question: How does the County plan to adjust rates for each year throughout the 84 month contract?

Answer: Since these will be task order assignments, each task will require a fee and schedule. The fees will be developed once the scope has been provided and the fees will be based on the hourly rates for staff at the time the scope is provided for the task. Should a task overlap into the following year, the rates for the task may be adjusted for the new year's rates.

35. Question: How will documents be prepared to support permitting at the 30% and 60% design level when most permitting agencies will not accept permitting drawings until they are 90% to 100 % complete?

Answer: BDR, specs, calculations, and drawings are the documents that are expected to support permitting, as they will allow DWM to forecast what permits will be needed. The BDR, specs, calculations, and drawings will be reviewed at the 30% and 60% deadlines by DWM to ensure that they are progressing in such a manner that they will be ready for permitting at the 90% submittal.

36. Question: If the review of Review and Analysis of existing geotechnical reports is required, will the reports be provided to the consultant? Otherwise, how will the consultant know of the reports existence?

Answer: Yes. If there are any geotechnical reports that were previously done they will be provided to the consultant.

37. Question: Is it the County's expectation that a geotechnical exploration be performed along each sewer line section?

Answer: Yes, a geotechnical exploration is anticipated along each sewer line section. Geotechnical borings disturb less than one (1) acre and can be done along the sewer alignments without being permitted.

38. Question: Is there a minimum number of borings that the County would like to have performed along each sewer line section evaluated?

Answer: No. The number of borings along each sewer line will be determined by the design consultant.



39. Question: How will geotechnical investigation borings be performed along existing sewer alignments located within EPD and USACE jurisdictional areas without previously being permitted?

Answer: Geotechnical borings disturb less than one (1) acre and can be done along the sewer alignments without being permitted.

40. Question: How will a SUE investigation pot-holings be performed along existing sewer alignments located within EPD and USACE jurisdictional areas without previously being permitted?

Answer: Please refer to Question and Answer No. 39.

41. Question: Regarding the above-referenced proposal request, when I click on the link in the Georgia Procurement Registry it brings me to a blank page that says “link no longer valid” (404 Not Found). Could you please check into that for me – we wish to evaluate for possible submittal.

Answer: Yes. The Georgia Procurement Registry link has been updated. The solicitation documents are located on DeKalb County’s website at: [www.dekalbcountyga.gov/formalbids](http://www.dekalbcountyga.gov/formalbids).

42. Question: I wanted to see if you could share the pre-proposal conference attendee list for RFP 21-500596 or have plans to post that document to your website soon? My firm is trying to solidify our team to give DeKalb the best we can and want to see who we might be able to pull in to strengthen our team.

Answer: Yes. The Pre-Proposal sign-in sheet is located on the DeKalb County website at: [www.dekalbcountyga.gov/formalbids](http://www.dekalbcountyga.gov/formalbids).

43. Question: Is each of the laboratory tests listed in The Laboratory testing section under Task 4 – Geotechnical Engineering required at each boring location?

Answer: The Engineer of Record and their team will decide what range of testing at each boring site is recommended.

- C. It is the responsibility of each responder to ensure that he is aware of all addenda issued under this RFP. Proposer must sign and return acknowledgement to this addendum. You may call Willie Moon, Senior Purchasing Agent, 404-971-7021 before the proposals are due to confirm the number of addenda issued.

D. All other conditions remain in full force and effect.

Willie Moon Digitally signed by Willie Moon  
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Willie Moon, CPPB  
Senior Procurement Agent  
Department of Purchasing and Contracting

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email=mnb@dekalbcountyga.gov,  
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**ACKNOWLEDGMENT**

Date: \_\_\_\_\_

The above Addendum No. 2 is hereby acknowledged:

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(NAME OF PROPOSAL)

\_\_\_\_\_  
(Signature)

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(Title)