

April 19, 2022

**TO: ALL BIDDERS UNDER RFP No. 22-500601, NORTH DRUID HILLS
CORRIDOR SCOPING STUDY**

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

ADDENDUM NO. 1

Request For Proposal (RFP) No. 22-500601, North Druid Hills Corridor Scoping Study is hereby amended as follows:

1. The Bid Due Date has been extended until **Thursday, April 28, 2022, at 3:00 p.m. (EST).**
2. We have received questions pertaining to this Request For Proposal. The questions and their resulting answers appear below:
 - A. **Question:** On the bottom of page 11 in the RFP, it notes the DeKalb First Ordinance as being waived; however, the information is included in the RFP under Attachment J, and on the documents checklist (Attachment A), this material is listed as being required. Please confirm Attachment J and its corresponding Exhibits 1-4 do not need to be included.

Answer: Attachment J is pertaining to the First Source Jobs Ordinance – Exhibits 1-4 and should not be confused with the DeKalb First Ordinance. First Source Jobs Ordinance is a different ordinance. The First Source Ordinance is a public regulation which requires contractors and beneficiaries of eligible DeKalb County projects to make a good faith effort to hire fifty (50) percent of all jobs using the First Source Registry. Exhibits 1-4 are required to be included with your proposal response.

- B. **Question:** On Attachment A, the “LSBE Documents – Exhibits A&B” are listed as being waived for this solicitation; however, as noted in question 1 above, only the First Source Ordinance was noted in the RFP as being waived. Is the LSBE information also being waived, or was this a mistake?

Answer: On pages one (1) and eleven (11) of the solicitation, it states that the requirements for DeKalb First Ordinance (LSBE) has been waived for this solicitation. The DeKalb First Ordinance pertains to DeKalb Local Small Business Enterprise Ordinance which requires 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. The DeKalb First Ordinance (LSBE) requirement was waived for this solicitation. This is not a mistake as it is stated in the solicitation.

- C. **Question:** Is it acceptable if we include a hard cover first (followed by Attachment B, the proposal cover sheet)?

Answer: No, per the instructions on page ten (10) of the solicitation, “Responder shall complete Attachment B, Proposal Cover Sheet, and include this as the ‘first page’ of the technical proposal.” The cover/title page may be added afterwards.

- D. **Question:** Please confirm that item 5c. on page 11 of the RFP is out of place and is merely explaining what our submittal will be evaluated on – ie, that it’s not actually a requirement under the “Experience/Personnel” proposal section.

Answer: This is a general statement about the content of the technical proposal and not specifically about the “Experience/Personnel” proposal section.

- E. **Question:** Attachment A lists the Checklist itself as a Required Document – does this page need to be submitted back to the County with our other forms, as there’s no action to be taken on it?

Answer: Yes, as stated on page 18 of the solicitation, “Responder shall complete and submit the following documents with Responder’s proposal.” Attachment A, the Required Document Checklist is one of the documents listed in the Required Documents Checklist and must be returned with Responder’s proposal.

- F. **Question:** On page 11 of the RFP, item 5b., the duplication of the word “primary” and the requirement in general is a bit confusing. Can you please clarify what you’re asking? Is the first sentence inquiring about which individuals will do the actual work, and the second sentence requesting who has the authority to sign the contract? “State the name, title or position, and telephone number of the individuals who would have primary responsibilities for the project resulting from this RFP. Disclose who within the firm will have primary responsibility and final authority for the work under this contract.”

Answer: The individuals who have primary responsibilities would be the project manager and technical leads. The person who has final authority is the person authorized to sign the contract.

G. **Question:** On page 12 of the RFP, the list of GDOT Prequalification requirements are listed.

- a. Please confirm that “1.06(b) Noise” is a typo and should actually be “1.06(b) History.” [“Noise” is also listed in the DeKalb list as 1.06(d)]. If confirmed as a typo, please confirm if “1.06(b) History” is a requirement for this project or not.

Answer: This is an error. Prequalification 1.06(b) should be History and is required.

- b. Please confirm that 1.06(f) Archaeology is indeed a requirement.

Answer: Prequalification 1.06(f) Archaeology is a requirement.

H. **Question:** Is there a page limit for submittals?

Answer: No, there is not a page limit for submittals. However, we do ask to keep the pages to a reasonable limit.

I. **Question:** Is a cover/title page permitted as part of the technical proposal and cost proposal? This would be included before the proposal cover sheet.

Answer: Please see Question C response. The cover/title page may be added afterwards.

J. **Question:** Is a Letter of Interest/Introduction Letter permitted as part of the technical proposal?

Answer: Please see Question C response. The cover/title page may be added afterwards.

3. 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 with your response. You may email Jenifer Chapital, Procurement Agent at JChapital@dekalbcountyga.gov before the Proposals are due to confirm the number of addenda issued.
4. All other conditions remain in full force and effect.

Jenifer Chapital, MBA
Procurement Agent
Department of Purchasing and Contracting

DR/jgc

ACKNOWLEDGEMENT

Date: _____ The above Addendum #1 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)