

May 30, 2023

TO: All Bidders under Request for Proposal (RFP) No. 23-500643

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

ADDENDUM NO. 1

Request for Proposal (RFP) No. 23-500643 Land And Easement Acquisition Services (Multiyear Contract with 2 Options To Renew), is hereby amended as follows:

A. It is Mandatory that proposers acknowledge Addendum.

B. Modification to the proposal.

1. Deadline for Submission of Proposals has been extended to June 14, 2023 at 3:00 P.M. EST. The location has NOT changed.
2. Submission of Questions period has been reopened. Deadline for Submission of Questions revised to June 1, 2023, 5:00 P.M. EST.
3. In an effort to increase competition, the County is providing additional opportunities for proposers to attend Mandatory DeKalb First LSBE meetings.
 - a. An Additional Mandatory DeKalb First LSBE Meetings date has been added for **June 7, 2023**. Meetings are held on each Wednesday 10:00 A.M. until 11:00 A. M. Bidders who fail to attend at least one of the previously held or additional Mandatory DeKalb First LSBE Meetings will be deemed non-responsive and will not be considered for award. and 2:00 P.M. until 3:00 P.M. via Video Conference. Instructions for attendance via video conference can be found on the County's website at <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>. Bidder's Failure to comply with instructions will be deemed non-responsive and will not be considered for award.
 - b. For attendance instructions, utilize the following link:
<https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>.

4. **ATTACHMENT B, COST PROPOSAL FORM.** Delete in its entirety.
Replace with **(Revised May 30, 2023) ATTACHMENT B, COST PROPOSAL FORM.**

C. We have received questions pertaining to this Request for Proposals. The questions and their resulting answers appear below:

1. Question: Has the project area been defined?

Answer: Yes, there are defined projects throughout the county that will require right of entries and/or easement acquisitions.

2. Question: Will we receive engineering plans/parcel identification prior to implementing Task 1?

Answer: Task 1 does not require engineering plans. The consultant will be provided a parcel(s) and is expected to complete the necessary due diligence to determine if an easement exists and provide supporting documentation of its findings, where required.

3. Question: What data/tools will be provided by Dekalb at the implementation of the assignment?

Answer: DeKalb County will provide plats, legal descriptions, and design plans on the project where easement acquisitions are required. The county will also provide access to its GIS system to the selected consultant.

4. Question: Per Attachment H, Exhibit 1, does this include employees, 1099 contractors, or both?

Answer: Exhibit 1, The First Source Jobs Ordinance Acknowledgement Form is a required document for all solicitations. The form **MUST** be completed in its entirety and included in the solicitation package, or the package may be deemed “non-responsive.” That said, the County does not require contractors and beneficiaries to hire employees not needed to perform the task assigned under the award and refers to employees not 1099 contractors. The First Source Ordinance requires that contractors and beneficiaries of awards \$50,000 or more to hire DeKalb County residents and to make a “Good Faith Effort” (GFE) to hire fifty (50) percent of all new jobs using the First Source Registry (candidate database.)

5. Question: What are the expected timelines from identification of a parcel to acquisition?

Answer: The county cannot give an expected timeline for each parcel due to various variables involved. However, the selected consultant is expected to use a reasonable amount of effort to obtain an acquisition in a timely manner using the most creative, efficient, and effective tools it has to complete the scope of work. These projects have Consent Decree deadlines; thus, time is of the essence.

6. Question: Will there be fee acquisitions or only easements?

Answer: The scope will primarily be easement acquisition. However, there will be minimal acquisitions that will be fee simple.

7. Question: Do you anticipate any acquisitions from improved properties?

Answer: Yes, acquisitions will be required on improved properties.

8. Question: What is the required invoicing format: bill per parcel, per month, etc? Total cost per parcel or breakdown of hours and rate per profession?

Answer: Invoices should be submitted monthly and should be based on an hourly rate.

9. Question: Per Attachment B, define “Proposer Equivalent Labor Class”.

Answer: Attachment B – Cost Proposal Form has been revised. See above Modification to the proposal No. 4

10. Question: Is there an option for a retainer to help cover projected front end expenses?

Answer: No. The selected consultant should cover all required costs to complete the scope of work.

11. Question: Please send me the full RFQ for the Land and Easement Acquisition Services (multiyear) events ID 23-500463.

Answer: The RFP documents can be downloaded from the County’s website at <http://www.dekalbcountyga.gov/purchasing/>.

12. Question: In attempts to download the documents, there are none located under the Documents tab. Would you please provide a status update as to when said documents will be available to access.

Answer: The RFP documents can be downloaded from the County's website at <http://www.dekalbcountyga.gov/purchasing/>.

- D. It is the responsibility of each responder to ensure that he is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Willie Moon, Senior Purchasing Agent, 404-371-7021 before the proposals are due to confirm the number of addenda issued.
- E. All other conditions remain in full force and effect.

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

ACKNOWLEDGMENT

Date: _____

The above Addendum No. 1 is hereby acknowledged:

(NAME OF PROPOSAL)

(Signature)

(Title)