



**DeKalb County
Department of Purchasing and Contracting**

ADDENDUM NO. 1

August 18, 2022

TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSALS (RFP) NO. 22-500622

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia
For additional information, go to: <http://yourdekalb.com/purchasing/index.html>

SUBJECT: RFP NO. 22-500622, “**Comprehensive Trail – Greenway Master Plan**” is hereby modified as follows:

1. We have received questions pertaining to this RFP. The questions and their resulting answers appear below:
 - A. **Question:** Per page 39 of the RFP, Consultant will provide a Fidelity Bond. Are bonds required for this RFP?
Answer: May be determined upon award of contract.
 - B. **Question:** The First Source Ordinance requires our firm to “...make a good faith effort to hire DeKalb County residents for at least 50% of the jobs created...” Please clarify that this applies only to any new hires that may occur as a direct result of this project, and does not mean that 50% of the team currently employed by our firm must be DeKalb County residents.
Answer: This applies to new hires or new jobs “created” related to the contract. Not current employees.
 - C. **Question:** Per page 39 of the RFP, Consultant is required to maintain \$5,000,000 per occurrence/aggregate in Umbrella Insurance coverage. Should Consultant only maintain \$4,000,000 per occurrence/aggregate, would this be acceptable to the County? Alternatively, would the County be willing to grant a waiver in this regard?
Answer: Yes, if the other insurance coverages provided meet the standard requirements, consultant’s \$4,000,000 per occurrence/aggregate policy limit is acceptable.
 - D. **Question:** On page 5 of the RFP, it indicates that we should provide contact information of references WHEN requested (item 8f). Should we include references in this section as well as on the references form?
Answer: No. References should be listed on the forms provided.
 - E. **Question:** On page 5, item 10 – it says to “include certifications held by Proposer’s personnel” Do you want copies of relevant licenses/certifications for each person shown on the organizational chart? Are firm licenses also required?

**DeKalb County
Department of Purchasing and Contracting**

ADDENDUM NO. 1

Answer: (a) Proper licenses/certification are to be provided for personnel specifically assigned to project for DeKalb County. (b) Yes, Business Licenses are required.

F. **Question:** Please clarify what is meant by “support capability” on page 5 (item 11).

Answer: “Support capability” refers to prime’s capability to provide other support needs.

G. **Question:** In regards to Attachment E/Exhibit B, please confirm that including %s of total contract award on this form will not be seen as including cost material outside of the cost proposal.

Answer: Confirmed, providing percentages here is not considered as providing pricing. You are being asked to indicate what percentage of the required 20% LSBE participation is being applied to the LSBE contractor being used.

a. Also please clarify what is meant by “state the amount in figures.” Are we to repeat the Grant Total here as number, or should this be the Grand Total figure written out as words? **Answer:** Question is unclear as to what part of the RFP is being questioned.

H. **Question:** The Required Documents Checklist on page 6 of the RFP notes that Attachment I (New Employee Tracking Form) is required to be included with our submittal. Attachment I was not included in the RFP. Is this “tracking form” actually Attachment H/Exhibit 4?

Answer: No. Please disregard reference to Attachment I “tracking form” on page 6 of the RFP.

I. **Question:** Do Attachments G (Responder Affidavit) and H (First Source Jobs Ordinance Information) need to be completed by only the prime consultant or any subconsultants as well?

Answer: Yes, these forms are to be completed by the prime consultant only at the time proposals are submitted.

J. **Question:** Does Exhibit B (Letter of Intent to Perform as a Subcontractor Providing Materials or Services) need to be completed by non-LSBE subcontractors or is this form just a requirement from LSBE subcontractors?

Answer: The Letter of Intent is to be submitted for LSBE contractors only.

K. **Question:** Do non-LSBE subcontractors need to complete a Reference and Release Form (Attachment C or D) or is this only required of the prime consultant and LSBE subcontractors?

Answer: These forms must be provided for prime consultant and LSBE subcontractors

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



***DeKalb County
Department of Purchasing and Contracting***

ADDENDUM NO. 1

4. All Responders under this Request for Proposals must acknowledge receipt of this Addendum to be included in their response.

Brenda H. Redus

Brenda H. Redus, Senior Procurement Agent
Department of Purchasing and Contracting

