

JULY 29, 2020

TO: All Responders under Request For Proposal No. 20-500543

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

ADDENDUM NO. 4

Request For Proposals (RFP) No. 20-500543, *Unified 2050 CTP and Comp Plan*, is hereby amended as follows:

1. The following questions are provided for bidders' information.

A.	Question:	Will an acknowledgement page be issued for Addendum 3?
	Answer:	Yes
B.	Question:	Please verify that Attachments H and I (regarding First Source) are NOT required for this submittal.
	Answer:	First Source is still applicable to the this RFP
C.	Question:	Will the proposal slide presentation be provided as indicated in item E of Addendum 3
	Answer:	Exhibit 1 on Addendum No. 3 is the slide presentation
D.	Question:	Does the cover letter, table of contents, and tabs count toward the 30-page limit?
	Answer:	The Cover Letter, Table of Contents, Dividers Page/Tabs and References are not included in the page limit.
E.	Question:	We understand Addendum 3 removes the LSBE requirement this RFP. Does that mean we do not need to include Attachment E—DeKalb First LSBE Information?
	Answer:	LSBE submittals are not required.
F.	Question:	With the LSBE requirement removed, do we now need to include the ARC DBE Utilization form on page 59 of Exhibit 3?

	Answer:	Yes
G.	Question:	Given recommendations to minimize human contact due to COVID-19, would the County consider accepting electronic submissions to reduce risk to the team required to print the proposal, delivery professionals, and the City staff?
	Answer:	The County cannot not except electronic submissions at this time.
H.	Question:	With existing constraints due to COVID-19, it's difficult to obtain original signatures and notarization. The state of Georgia has authorized the use of digital notarization. Would the County consider accepting digitally authorized signatures and notaries on forms for the proposal's required forms?
	Answer:	Yes, as long as the State allows.
I.	Question:	The RFP asks for "copies of all certifications" for team member resumes. This would result in dozens of pages of licensures. Would the county instead allow us to provide each team member's certification number/state as verification of their certification?
	Answer:	We are requiring documentation of GDOT prequalification.
J.	Question:	How will cost be factored into the total evaluation? The use of a separate, sealed envelope might indicate that you plan to select based on the Technical Proposal first and then open the Cost Proposal of the top ranked firm. Is that correct? How can a consultant gain all 10 points for the cost?
	Answer:	The 10 points for cost have been removed from the evaluation criteria. The final project cost will be negotiated.
K.	Question:	Can the County provide additional information or direction in terms of the level of detail desired for "forecasting for EMS, fire and police" and the "crime prevention assessment" as outlined on page 12 of the RFP?
	Answer:	The consultant will work with Public Safety on the details of this item. The Police Department has their own planning staff.

L.	Question:	Does the County want GDOT Notice of Professional Consultant Qualification document included for the prime firm?
	Answer:	Yes
M.	Question:	Is it acceptable to use a 11X17 sized paper to ensure items such as the project schedule and team organization chart are most legible?
	Answer:	Yes, only for the project schedule and team organization chart.
N.	Question:	Providing financial statements of the last three years would require many printed pages. To provide evidence of the firm's financial capabilities, would a "balance sheet, income statement, and cash flow statement" (page 19 of the RFP) gain all 5 points for the Financial Responsibility section?
		All firms deemed financial responsible based on the submittals will received the full 5 points.
O.	Question:	Does the County anticipate conducting interviews with the highest ranked firms?
		Yes
P.	Question:	Section IV. PROPOSAL FORMAT, 5. Experience of Consultants: c. notes that we should include “copies of all certifications.” Please clarify if that includes certifications and licenses for the firms or if we should include licenses and certifications (PE license, LA license, etc.) for each staff person listed in the proposal.
	Answer:	We are requiring documentation of GDOT prequalification.

Q.	Question:	Regarding the page limitation, please clarify if the following items are include in the page limit: <ul style="list-style-type: none"> • Cover Letter • Table of Contents • Tabs/Divider Pages • References
	Answer:	The Cover Letter, Table of Contents, Divider Pages/Tabs and References are not included in the page limit.

R.	Question:	Are 11" x 17" pages allowed?
	Answer:	Yes, only for the project schedule and team organization chart.

2. The proposal due date has been extended to August 11, 2020
3. The acknowledgement form for Addendum No. 3 is attached.
4. All other conditions remain in full force and 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 Charles Smith, Procurement Manager, at csmith1@dekalbcountyga.gov before the proposals are due to confirm the number of addenda issued.

Charles N. Smith
Procurement Manager – Team A
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)