

**COBB COUNTY
DEPARTMENT OF TRANSPORTATION
PRECONSTRUCTION DIVISION**

**February 26, 2020
Request for Proposals**

ADDENDUM NO. 1

**PROPOSALS RECEIVED UNTIL
March 12, 2020 –12:00 p.m. (NOON) Local Time**

The following addendum hereby amends and/or modifies the Request for Proposals (RFP) as issued for this project. All bidders are subject to the provisions of this Addendum.

(1) Questions and Answers:

Q. Are the DBE Letter of Intent and DBE Participation Schedule only required for Category D – Transit proposals? These DBE forms would not be required for Category B – Highway Design, is that correct?

A. **The DBE Letter of Intent and DBE Participation Schedule form are required only for Category D (Transit). Both forms are required to be completed by the Prime and Subconsultant.**

Q. Are the Debarment Form (Page 39) and Lobbying Form (Page 40) only required for the Prime Firm?

A. **The Debarment Form and Lobbying are required only for Category D (Transit) and are to be completed by the Prime and Subconsultant.**

Q. On page 5 of the RFP, the last paragraph states that “project references” for subconsultants should be provided. Can you clarify whether this refers to an actual reference, with contact information, for each subconsultant, or simply including projects for reference on the individual resumes?

A. **Subconsultants should provide a project reference on their resume.**

Q. Would the county consider removing the “Letter of Intent” form requirement as this contract is for indefinite delivery and quantity?

A. **The Letter of Intent is required per FTA General Assurances and are to be submitted only for Category D (Transit).**

Q. Page 7 of the RFP states “The Consultants and subconsultants must execute and submit the Consultant Affidavit and Agreement, Subconsultant Affidavit and Agreement, if applicable, and Immigration and Compliance Certification forms (attached) as part of their proposal”. Are the Letter of Intent, DBE Participation Schedule, Government-wide

Debarment and Suspension, and Lobbying Restrictions forms not required or required for Category 4 only?

- A. **The Letter of Intent, DBE Participation Schedule, Government-wide Debarment and Suspension, and Lobbying Restrictions forms are required only for Category D (Transit).**



Michael Francis, P.E.
Transportation Division Manager

cc: *Electronic copies:*
Purchasing@cobbcounty.org
Rustavius Ford
Desiree Young
Dyan Merced
File

**TASK ORDER CONTRACTING
PRE-PROPOSAL CONFERENCE
Tuesday, February 25, 2020 10:00 a.m.**

PROPOSAL DUE DATE: March 12, 2020 – 12:00 Noon Local Time

DATE: February 26, 2020

ATTENDEES: See Attached Sign-in Sheet

MEETING MINUTES:

- (1) This is the Pre-Proposal Conference for Cobb County Department of Transportation project – **TASK ORDER CONTRACTING. Request for Proposal (RFP) will be received until 12:00 noon on March 12, 2020, at Cobb County Purchasing Department, 122 Waddell Street, Marietta, Georgia 30060. Proposal will be opened by the Purchasing Department at 2:00 p.m. on March 12, 2020, at the Cobb County Purchasing Department.**

NO PROPOSALS WILL BE ACCEPTED AFTER THE 12:00 NOON DEADLINE.

DO NOT DELIVER BIDS TO COBB DEPARTMENT OF TRANSPORTATION

Minutes of this meeting will be issued as Addendum No. 1.

(2) **Project:**

The Task Order Contract will assist CCDOT in selecting firms to provide on demand support for CCDOT. The Task Order Contract is primarily for the 2016 SPLOST projects but may include general fund projects and federally funded projects.

Projects will include design for drainage, culverts, bridges, intersections, signals, sidewalks etc., where CCDOT may need a quick response time. The Task Order Contract will allow for this quick turnaround without the need to advertise and issue an RFP.

(3) **Special Items to Note:**

Prequalification with Georgia Department of Transportation or CCDOT is required. 2020 – 2021 SOQ packages for CCDOT are currently being evaluated and will be approved prior to the 2020 – 2021 Task Order Contracting selections being completed/approved.

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(3) Special Items to Note (continued):

There are five (5) Task Order Categories:

- A. Transportation Planning & Environmental Services
- B. Highway Design; Roadway, Bridge, Surveying & Geotechnical
- C. Traffic Engineering
- D. Transit
- E. Aviation

Separate proposals are required for each category for which you are proposing. Total maximum value of this contract is \$350,000 per firm, per year for a two-year period (\$700,000 maximum for life of contract)– per category.

Proposals shall be limited to a total of twenty-five (25) letter-size, single-sided printed pages. The page count for the Task Order Contracting is 25 pages. Page count does not include sealed bid label, proposal cover (front or back), table of contents, dividers, financial stability information, proposal fee schedules, local vendor presence affidavit, Consultant Affidavit and Agreements, Subconsultant Affidavit and Agreements, Immigration Compliance Certifications, GDOT/CCDOT Prequalification Notifications, Letter of Intent, DBE Participation Schedule, Government-Wide Debarment and Suspension, Lobbying Restrictions, and Litigation History.

Addendum(s) will be posted on both the Purchasing, www.cobbcounty.org/purchasing, and DOT, www.cobbcounty.org/dot websites. It will be your responsibility to monitor the sites and to acknowledge receipt of addendum(s). Attached is a form developed to acknowledge receipt of the addenda and to be included with the proposal.

Disadvantaged Business Enterprise (DBE) participation is a requirement if Federal funds are used, DBE participation is “strongly encouraged” by the County and should be considered in the proposal.

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(4) Questions and Answers:

Q. What are the Area Class requirements for the prime and sub?

A. We have them listed out per category. For each category the prime and sub are to cover the minimum requirements.

Q. How many contracts does the County intend to award for each category?

A. Previously, the County has gone towards the 6 to 12 range for the Highway Design category. As the proposals come in there will be a committee to review them and make a determination for each category.

Q. The Federal forms that are included in the back of the RFP; are those only for the Transit piece and only by the Prime?

A. Yes, they are only required for Category D (Transit) and are to be completed by both the Prime and Subconsultant.

Q. Are references to be submitted for subconsultants? Are we to use the table provided?

A. The table is to be used for the PRIME projects completed in recent years. The subconsultant can include provide project reference on their resume.

Q. Recently submitted Pre-Quals, when do you anticipate them to be approved?

A. The County is reviewing them now and will likely have them approved by April or earliest March. The current Master Task Order Contracts expire in May so the County is anticipating approval in April.

Q. Could you go over how we go about the Letter of Intent as it relates to Subs and DBE?


A. The Letter of Intent is only required for Category D (Transit), and it is required for the Subconsultants as well as the Prime.

(5) Information to Note:

Local Vendor Presence - required for the Prime Consultant only if they have local office.
The Fee Schedule is required for each category.

Purchasing Department location - use 121 Haynes Street for GPS purposes.

Questions should be sent via email to purchasing@cobbcounty.org no later than 12:00 noon on Friday, March 6, 2020.


Michael L. Francis, P.E.
Transportation Division Manager

Attachments: Attendee List (.pdf file)

Cobb County
Department of Transportation
Preconstruction Division

ADDENDUM ACKNOWLEDGEMENT FORM

We acknowledge receipt of the following addendum(s) for:

Project Name: Task Order Contracting

ADDENDUM NO. 1

Printed Name

Date

Signature

Email Address

Consulting Firm

Telephone

Insert signed copy of this form in your final proposal after the cover letter.

This form does not count toward the total number of pages.