

**COBB COUNTY
DEPARTMENT OF TRANSPORTATION
PRECONSTRUCTION DIVISION**

**March 10, 2020
Request for Proposals**

ADDENDUM NO. 3

**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.** Should the proposal format specifically follow the order of the minimum requirements, I-VI, shown on pages 6-7?
- A.** We prefer the proposals to follow the specific order I – VI.
- Q.** Under the *minimum requirements* on pages 6-7 of the RFP document, could you please clarify what information is being requested under numbers II, III, and IV? The requests appear to be somewhat redundant.
- A.** **II – Effective and substantive experience – describe firm’s knowledge and experience with similar services (emphasis on local experience). You can list any current or past On-Call Services contracts.**
III & IV – Describe completed projects in the past five years, using table format as shown in RFP and include pertinent info.
- Q.** Are firm profiles required for subconsultants? Will only providing the resumes of subconsultant personnel be accepted?
- A.** The subconsultant’s profile or resume will be acceptable. We will accept either.
- Q.** Per Instructions to Consultant, I. Prime Firm Identification (RFP p. 6 of 12), what is meant by “business activities” and “corporate data”? What sort of information is being requested?
- A.** **Business activities – (Example) you can provide the services provided by your firm and the various disciplines you offer.**
Ownership and Corporate data – (Example) Describe /explain firm’s ownership, officers, etc.

- Q.** The RFP mentions a cover letter but does not mandate it. Both Addendum 1 and Addendum 2 read "Insert signed copy of this form in your SOQ package after the cover letter." Is a cover letter required as part of respondent submittals? If a cover letter is not required, can Addendum Acknowledgement forms be presented in an Appendix section at the back of respondent SOQs?
- A.** **A cover letter is not required. However, if a cover letter is not included, please include the signed Addendum Acknowledgement forms in the front of the proposal, behind the proposal cover.**
- Q.** Please clarify what is required for the reference - Would a project name, a brief description, and a reference contact information suffice for each subconsultants?
- A.** **Yes.**
- Q.** Per your instructions for VI. Fee Schedule, "All overhead, profit, and direct charges...must be rolled into hourly rates." However, on page one of the RFP, you state "the successful bidder shall comply with all applicable Federal, State, and Local laws." Can you confirm how you would like us to submit hourly rates. Note: we are bidding on Categories A, B, and C (we are not bidding on Category D – Transit or Category E – Airport).
- A.** **Fee schedules shall be submitted for all Categories (A, B, C, D and E). Hourly rates shall include items listed in the RFP (Section VI - Fee Schedule). Selected successful firms shall comply with all applicable Federal, State, and local laws, rules and regulations which be determined at contract execution when a Task Order is issued.**
- Q.** Should the Lobbying Restrictions and Government-Wide Debarment and Suspension forms only be submitted for Category D-Transit or for all other categories as well?
- A.** **Lobbying Restrictions and Government-Wide Debarment and Suspension forms are required only for Category D (Transit).**
- Q.** Should we submit one fee schedule per team or is it acceptable if a fee sheet is submitted per firm on the team?
- A.** **One fee schedule should be submitted per team to include the Prime and Subconsultants.**


Michael Francis, P.E.
Transportation Division Manager

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

**Cobb County
Department of Transportation
Preconstruction Division**

ADDENDUM ACKNOWLEDGEMENT FORM

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

Re: Task Order Contracting

ADDENDUM NO. 1	_____	_____
	Printed Name	Date
	_____	_____
	Signature	Email Address
ADDENDUM NO. 2	_____	_____
	Printed Name	Date
	_____	_____
	Signature	Email Address
ADDENDUM NO. 3	_____	_____
	Printed Name	Date
	_____	_____
	Signature	Email Address

_____	_____
Consulting Firm	Telephone

Insert signed copy of this form in your SOQ package after the cover letter.

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