
May 09, 2024

**Addendum No. 4
RP013-24**

Provision of Transit Demand Professional Services on an Annual Contract

The following addition/changes modify the Proposal No. RP013-24 Provision of Transit Demand Professional Services on an Annual Contract” Contract Documents, dated April 2024, as first advertised on April 10, 2024.

I. Modifications:

- M1. Please replace, fill out and return attachment A1. updated FTA Clauses with the attached.
- M2. Please fill out and return attachment A2. Subcontractors List for each category submitted.

II. Questions:

- Q1. It is understood that “all submissions and supporting materials, as well as correspondence relating to this RFP become the property of Gwinnett County when received,” and that, “any proprietary information contained in the proposal should be so indicated.” How does the county wish for respondents to indicate what information is deemed proprietary?**
 - A1. Any proprietary information contained in the proposal should be clearly marked “Proprietary” or “Confidential.”. Information submitted by a proposer in the proposal process shall be subject to disclosure after awarding in accordance with the Georgia Open Records Act. Entire proposals may **not** be deemed proprietary.
- Q2. In the RFP under number 2 ‘Effective and Substantive Experience of the Firm’ on page 8, the County allow respondents to provide, “a chart as a summary and/or full write-up on key relative projects” If a summary chart is provided in addition to full project write ups, are respondents required to provide the client name and contact information, including address, phone number, email address (current); description of specific work authorization or services rendered; dates of services; and status/outcome of services, including schedule, budget in the chart as well as the full write-ups or can this be abbreviated?**
 - A2. A full project write-up and a summary chart are ideal for conveying detailed information about the firm’s experience.
- Q3. Does the County have a timeline for contacting references so we may confirm their availability?**
 - A3. References are scheduled to be contacted in the week following the proposal opening.

Q4. How should respondents identify preferred exceptions to the sample contract in the RFP?

A4. Exemptions should be noted clearly in summary form together.

Q5. On page 8 of the RFP, it is requested that consultants “provide a summary description of the qualifications and experience of the key staff members that may be involved in assignments. Break down capabilities by discipline (e.g., local number of employees per category).” Could the County clarify what is meant by the underlined sentence? Is this just how the County would like the qualifications of key staff organized?

A5. The county seeks to review the qualification information of the key staff members involved in assignments whether they are local (in Atlanta metro area) or not.

Q6. In addition to the subconsultants that may be included as part of a proposal, is it acceptable to add additional subconsultants to the consultant’s team after award should the need arise through various tasks?

A6. *The consultant shall not Subcontract any part of the work covered by this Agreement or permit Subcontracted work to be further Subcontracted without the COUNTY’s prior written approval of the Subcontractor.*

Q7. On page 8 of the RFP, the County indicates that “complete resumes may be attached to supplement information.” Does this imply that the County will accept an appendix containing complete resumes to be submitted at the end of respondent’s proposals?

A7. No, please provide resumes as part of the qualifications of key personnel. Pages will be limited to the following:

1. Firm Experience, 5 pages.
2. Qualifications of Key Personnel, 15 pages.
3. Proven ability to complete work within budget and on schedule, 7 pages.
4. Project Understanding and Unique Concepts or Innovative Ideas, 8 pages.
5. Project Management/Quality Assurance, 3 pages
6. DBE Participation, 2 pages.
7. References, 5 pages.

Q8. On page 7 of the RFP, the County asks for firms to give information on firm officers. Does the County want respondents to include a complete list of officers within the firm? If so, does the company prefer this complete list to be included in an appendix?

A8. No, please provide and include the list of officers as part of the Firm Experience statement.

Q9. On page 18, under Category A/B Work Products, does the county expect hard copies of work products?

- A9. Yes, as mentioned on the RFP page 18, the County expects hard copies of work products for the future works, including:
- Concept Plan – 3 full size (possibly color on aerial) hard copies and an electronic copy (.dgn or .dwg and pdf format) on a PC compatible Flash/Thumb Drive or equivalent
 - Preliminary Plan(s) – 3 full size sets hard copies and 3 half size sets hard copies and an electronic copy (.dgn or .dwg and pdf format) on a PC compatible Flash/Thumb Drive or equivalent
 - ROW Plans – 3 full size sets hard copies, and 3 half size sets hard copies, if separate set, and an electronic copy (.dgn or .dwg and pdf format) on a PC compatible Flash/Thumb Drive or equivalent
 - 90% Plans – 3 full size sets hard copies and 3 half size sets hard copies and an electronic copy (.dgn or .dwg and pdf format) on a PC compatible Flash/Thumb Drive or equivalent
 - Final Plans – 3 full size sets hard copies, 3 half size sets hard copies and an electronic copy (.dgn or .dwg and pdf format) on a PC compatible Flash/Thumb Drive or equivalent

Q10. "Subconsultants' resumes and project references should be provided." Are resumes for subconsultants required if they are not considered key staff?

- A10. Key staff of subconsultants' resumes and project references should be included in the Qualification of Key Personnel statements.

Q11. On page 8, for Category B requirements: "Detailed information of years of experience in transit architectural and engineering service (including cost estimates), including the name, size, year, and cost of the projects, project approach, any cost or time savings." How many projects are you looking for? And how far back in time?

- A11. There are no limitations to the years and numbers of projects as long as they are within the requested page limits of 15 pages for the Qualification of Key Personnel.

Q12. Can you clarify "Subconsultants' resumes and project references should be provided."? We have been asked to team as a subconsultant and are being asked for resumes from ALL personnel, not just Key Team Leaders. Is this correct?

- A12. Please provide resumes of key personnel of subconsultants by each category submission.

Q13. For section 7. References, are references required to be from the prime consultant only or can we include references from our subconsultants?

- A14. No, only the prime consultant references are requested to be included in Section 7. References.

Q15. Are hyperlinks allowed?

- A15. No, hyperlinks are not allowed.

Q16. Please specify what information should be included under corporate data for section 1. Firm Identification.

A16. Corporate data includes any information that is valuable as a core business function to your business. This can include concrete financial, service or marketing data.

Q17. Should resumes be included following section 4 or in an appendix?

A17. Please provide key personnel's resumes of prime consultant and subcontractors as part of the qualifications of key personnel.

Q18. Is section 4. 2) Experience (page 9 of the RFP) required for all Categories or only Category B?

4. 2) Experience

- *Experience in delivering the services described in the scope of work of Category B.*
- *Experience working with Federal, State, Local governments, and other Transit Agencies.*
- *Detailed information of years of experience in transit architectural and engineering service (including cost estimates), including the name, size, year, and cost of the projects, project approach, any cost or time savings.*
- *List and explain all incidents within the last three (3) years wherein a contract was terminated prior to completion. Proposed firms must list all lawsuits in which the firm and a customer were parties within the last five (5) years.*
- *Established and proven quality assurance and quality control procedures*
- *Appropriate equipment and technology*

A18. This is only required for Category B.

Q19. Per the RFP on page 8, "Firms may do a chart as a summary and/or full write-up on key relative projects. If full project write-ups are provided, provide not more than five (5) specific projects..." Can the Proposer include full project write-ups and a table briefly listing other relevant projects?

A19. A full project write-up and a summary table are ideal for conveying detailed information about the firm's experience.

III. Attachments:

- A1. Updated FTA Clauses.
- A2. Subcontractor list.

Acknowledge receipt of this addendum on the attached addendum acknowledgement form.
Sincerely,

Brittany Bryant, CPPB
Purchasing Associate III

