



**REQUEST FOR PROPOSAL #17-059
ON CALL DESIGN SERVICES FOR TRANSPORTATION ENGINEERING PROJECTS**

Responses were due on or before May 10, 2017, 2:00 p.m. RFP #17-059 On-Call Design Services for Transpiration Engineering Projects has been extended to May 17, 2017, 2:00 p.m.

In hard copy, not electronic copy or via email or fax.-

Proposals received after the deadline
or at any other locations will not be accepted.

QUESTIONS/RESPONSES

1. It is unclear how the City desires the Technical Proposal to be organized. For which sections of the Table of Contents is city requesting information? **Please refer to Section 3: Submission of Response on page 9 of the RFP.**
2. Can the “Technical Factors” section on Page 11 be used as an outline for the Technical Proposal? **The Technical Factors listed on page 11 are the requirements or general requirements that should addressed within the proposal. The Technical Proposal is the name of the section.**
3. Alternatively, is it acceptable to utilize specific evaluation criteria listed on page 14 as an outline for the Technical Proposal? **The Evaluation Criteria is an additional tool that proposers may use to help them respond to each section, while addressing the information in the method given on page 9 of the RFP.**
4. Is there a specific format/outline that the city is requesting for responses? The only guidelines that are required is the page number for proposal.

Responses shall be as succinct as possible while completely providing all requested information. All Responses shall be printed on single sided 8-1/2” X 11” in size or folded to such a size. Font shall be 11 point or larger. Responses should be kept to a maximum of fifteen (15) one-sided pages not including required forms or certifications, resumes or the proposal letter.

5. Section 5.c Past Performance- References requests three (3) to five (5) reference projects “from the past three (3) to five (5) years”. Can this be modified to “within the past five (5) years”? **Yes.**
6. To whom at the City should the reference letters be returned?

Reference letters can be returned to the City of Sandy Springs Purchasing Manager Nesby Ingram at ningram@sandyspringsga.gov or Procurement References at procurementreference@sandyspringsga.gov.

7. Please confirm that on Exhibit J (page 61) Sections 7(d), 7(e), 7(f) should be 7(a), 7(b), 7(c) respectively.

No, Exhibit J (Page 61) Section 7(d), 7(e), 7(f) shall remain as listed. Items are being referenced from the City of Sandy Springs' Risk Management Insurance Policy.

8. Question 1 - RFP pg. 10, Item Technical Proposal states “An original and three copies of the Technical Proposal are required” while the top of RFP pg. 12 states “ Please include one original response clearly marked “Original”, ten hard copies, and one digital copy in PDF format saved to a CD or USB flash drive.” Please advise how many copies of the Technical Proposal are required for submission.

Please provide one (1) original and three (3) copies of the Technical Proposal and a CD or USB flash drive copy of the entire Technical Proposal in PDF Format.

9. Question 2 - RFP pg. 13, Item C. Past Performance - References last sentence states “The sample reference letter shall be prepared on the Offeror’s letterhead, addressed to the contact at the reference, signed by the Offeror and included with the submittal.” Does this mean that you want Exhibit E – Reference Form *recreated* on company letterhead, addressed to Nesby Ingram, signed by the Offeror and included within the submittal **OR** Does this mean that along with the execution of Exhibit E – Reference Form, we are also to submit a letter of reference from each specified reference on their individual company letterhead for each project we are referencing on the form?

Along with the execution of Exhibit E-Reference Form, please submit a reference letter from each specified reference on their individual company letterhead for each project referred on the completed form.

10. Question 4 - Please advise if GDOT prequal sheets are required to be submitted within the Technical Proposal response. **Yes, please include the GDOT prequalification sheets for each firm in the Team.**
11. Question 5 - RFP pg. 6 lists tables with required GDOT area class pre-qualifications and does not include Area Class 3.08 (Landscape Architecture); however, Exhibit G (Fee Schedule) includes a rate for Landscape Architect and Sr. Landscape Architect. Is Area Class 3.08 required by the prime consultant? **See the REVSIED FEES SCHEDULE listed below.**
12. Question 6 – Regarding Exhibit H – Model Contract, Article 20, Accuracy of Work, 1st line – Will the City consider inserting “negligent” before the word “errors”? **No.**
13. Question 7 – Regarding Exhibit H – Model Contract, Article 22, Indemnification, 2nd paragraph, 4th line – Will the City consider inserting the following language after “Consultant”? “to the extent caused by the negligent, reckless or intentionally wrongful acts, errors or omissions of Consultant.” **No.**
14. Can the Fee Schedule categories be adjusted? For example, Land Architect, Planner, and Scientist are listed on the Fee Schedule but are not a required area class. **See the REVSIED FEES SCHEDULE listed below.**
15. Is the form titled “RESPONSE SIGNATURE AND CERTIFICATION” on Page 2 of the RFP, the same document that is referred to as “Proposal Letter” on Page 10 of the RFP? **No. there are two separate forms.**
16. Should the proposers modify the Table of Contents on Page 5 when used in our proposal to reflect the correct title of Exhibit E? **No. Exhibit(s) shall remain listed as they are within the RFP.**
17. If we include the GDOT Prequalification letters for each team member to document the teams pre-qualifications, are these GDOT forms included in the 15-page limit? **No.**

18. If we include a proposal cover, is this page included in the 15-page limit? **No.**
19. Are the hourly billing rates included in the Fee Schedule to be used for hours charged to the project by the prime consultant and the prime's subcontractors and are these billing rates all encompassing (including direct labor, overhead, profit and project related expenses)? Or will project specific prime consultant fees be negotiated using the proposal billing rates plus subcontractor fees and estimated direct expenses? **Fees are to be billing rates, which include labor, overhead, and profit.**
20. Can I get clarification of the required forms for both the prime and any sub consultants for RFP # 17-059 On-Call Design Services for Transportation Engineering Projects? Below is my interpretation of the required forms per prime and sub consultant:

Prime

1. RESPONSE SIGNATURE AND CERTIFICATION page 2 of 64
2. CORPORATE CERTIFICATE page 3 of 64
3. EXHIBIT A CERTIFICATION OF CONSULTANT DRUG-FREE WORKPLACE page 18 of 64
4. EXHIBIT B CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(B)(1) page 19 of 64
5. EXHIBIT C AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION page 20 of 64
6. EXHIBIT D CERTIFICATION OF CONTRACTOR GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT pages 21 and 22 of 64
7. EXHIBIT E REFERENCE FORM page 23 of 64
8. EXHIBIT G FEE SCHEDULE page 26 of 64
9. EXHIBIT G CERTIFICATION OF CONSULTANT - DRUG-FREE WORKPLACE page 55 of 64
10. EXHIBIT H GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT CERTIFICATION page 56 and 57 of 64
11. Affidavit Verifying Status for City Public Benefit Application page 63 of 64
12. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) page 64 of 64

Sub-Consultants

1. EXHIBIT A CERTIFICATION OF CONSULTANT DRUG-FREE WORKPLACE page 18 of 64
2. EXHIBIT B CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(B)(1) page 19 of 64
3. EXHIBIT C AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION page 20 of 64
4. EXHIBIT D CERTIFICATION OF CONTRACTOR GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT pages 21 and 22 of 64

ALL EXHIBITS AND SECTIONS ARE REQUIRED. PLEASE INCLUDE THE GDOT PREQUALIFICATION SHEETS FOR EACH FIRM IN THE TEAM.

21. Does the Table of Contents as described below count towards the 15 page limit? **No.**
22. Will the front/back covers, cover letter, and tabs counted towards the 15 page maximum? **No.**

23. The RFP indicates the Prime Consultant must be prequalified by GDOT in area classes: 1.10, 3.01, 3.02, 3.06, 3.07, 3.09, 3.10, 8.01, and 9.01. Can this be modified to only 3.01, 3.02, and 9.01 for the Prime and the rest be by The Team. The way this is shown, this will limited your competition to only Large Firms and thus Small to Mid-size won't be able to pursue? **The Prime prequalified area classes have been modified to only 3.01 and 3.02. The Team prequalified classes remain the same.**
24. We'd like to verify that prequalification of 8.01 Construction Engineering is required of the PRIME firm? **The Prime prequalified area classes have been modified to only 3.01 and 3.02. The Team prequalified classes remain the same.**
25. Will the City reconsider the requirement that the Prime Consultant MUST be GDOT prequalified in the following:

Number	Area Class
1.10	Traffic Analysis
3.01	Urban Roadway Design
3.02	Rural Roadway Design
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation
3.10	Utility Coordination
8.01	Construction Engineering
9.01	Erosion, Sedimentation and Pollution Control Plan (ESPCP) Preparation

Having this specific combination in a prime firm will greatly limit the number of qualified firms able to submit on the project. **The Prime prequalified area classes have been modified to only 3.01 and 3.02. The Team prequalified classes remain the same.**

26. We would like to clarify whether several GDOT Area Classes are required for the Prime Consultant as they appear to be in both the Prime required prequalifications and the Team prequalifications. Specifically, are Area Classes 1.10 and 8.01 required for the Prime or can they be covered by the Team? **The Prime prequalified area classes have been modified to only 3.01 and 3.02. The Team prequalified classes remain the same.**

End of Section

REVISED PROPOSAL FEE SCHEDULE
(Submit Proposal Fee Schedule in Separate Sealed Envelope)

Item #	Billing Category	Hourly Rate
1.	Principal-In-Charge	
2.	Project Manager	
3.	Engineer, Senior	
4.	Engineer	
5.	Engineer, Associate	
6.	Technician	
7.	CADD Technician	
8.	Administrative Support	
9.	Surveyor, Principal	
10.	Surveyor, Senior	
11.	Surveyor, Project	
12.	Survey Crew	
13.	Aerial Survey	
14.	Mobile Scanner	
15.	SUE Crew	
16.	Vacuum Excavation Crew	
17.	Planner, Principal	
18.	Planner, Senior	
19.	Planner	

I hereby acknowledge receipt of Addendum Number 1 for Request for Proposal #17-059 ON CALL DESIGN SERVICES FOR TRANSPORTATION ENGINEERING PROJECTS. I have incorporated the necessary changes into my response for the abovementioned Request for Proposal.

COMPANY NAME _____

CONTACT PERSON: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

PHONE: _____ EMAIL ADDRESS _____

SIGNATURE: _____ DATE: _____

END OF ADDENDUM #1
RFP #17-059