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DEPARTMENT OF FINANCE  
WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
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**Addendum No. 4**

**RFQ No. 20-13  
ARCHITECTURAL & ENGINEERING SERVICES FOR VARIOUS COUNTY  
PROJECTS**

**September 10, 2020**

**RFQ #20-13** is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

**A. Question:** In order to provide similar/relevant project experience in our response, what are the projects or project types anticipated for this contract?

**Answer:** Ideal similar projects would be projects for municipal entities that range from small office renovations (1000sf and up), additions or expansions (2500 – 10,000sf), to stand alone projects (fire stations, office buildings, police precincts, and other government related facilities (10,000 – 40,000sf).

**B. Question:** Are you accepting email submittals only? We are asking that proposals be emailed to Meagan Porch before the due date listed in the RFQ. You can mail them in as well to 958 Milstead Avenue, Conyers, GA 30012 Attn: Meagan Porch. We are not accepting proposals in person. If so, what is the file size you can accept through email? We can accept any size file. Or will accept files through Dropbox or another platform for file transfer? No. PDF through email only.

**Answer:** See answer beside each question.

**C. Question:** Is the “Proposal Form” required on Page 10, Item #7 of the RFQ, referring to the forms beginning on Page 11 of the RFQ? Yes. Page 11 is considered the “Proposal Form.” If so, and if our submittal is to be emailed, would you like the forms in a separate document since you request that we include them in a separate sealed envelope? No. They can be put into one document since we are not requesting pricing at this time.

**Answer:** See answer beside each question.

**D. Question:** This is a Statement of Qualifications, but on Page 10 of the RFQ, Item #8, it states that “Rockdale County reserves the right to accept a proposal that is not the lowest price...” Is this an error in the RFQ, or does the County request a fee proposal?

**Answer:** No fee proposal is requested. This is our standard wording for our RFP’s. We are not

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requesting pricing at this time.

- E. Question: Regarding the proposal format (in terms of how we organize our response) – is there a specific outline we should follow? Or should we use the Evaluation Criteria as our proposal outline (Table of Contents)?

**Answer:** You can send all the documents in order like they are posted on the County website and add in any additional pages that you want to include at the end of these documents.

- F. Question: Page 10 – Standard Instructions – specific to #7. This refers to a “Proposal Form” – is that form the same as the “Contractor’s Qualification Statement and Questionnaire” form found on page 17 of the RFQ? If not, please clarify what is the “Proposal Form”?

**Answer:** Please see answers on question “C”

- G. Question: Please confirm that one single PDF of our entire proposal response is to be submitted to Meagan Porch via email only by the due date set forth in the RFQ. Please confirm that no hard copies are required.

**Answer:** Yes, one PDF is to be submitted. Please also see the answers in question “B”

- H. Question: Will there be an extension to the due date of September 17, 2020?

**Answer:** No, not currently.

- I. Question: Under the category of Civil Engineering Services should the services include associated services such as land fill design and road improvements.

**Answer:** Civil engineering services for parking lots and stand-alone site related items will be included but this proposal will not cover any transportation related items such as roads or bridges.

- J. Question: Is DBE/MBE participation required? Will DBE/MBE inclusion be used as a basis for evaluation?

**Answer:** No. Although Rockdale County encourages participation, there is no DBE/MBE required.

- K. Question: If DBE/MBE participation is required do they have to be local to Rockdale county, or can they just be local to the Georgia Area.

**Answer:** See answer to Item J.

- L. Question: Does the County have an existing list of sites, facilities or groups/categories of site or departments covered under this solicitation?

**Answer:** No. This proposal is for general services.

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M. Question: Does the County intend to award more than one firm by category for each of the 5?

**Answer:** The county will most likely award more than one contract but reserves the right to award one or multiple contracts at its discretion.

N. Question: Can you please advise if the county is looking for a whole team of consultants that may be needed to deliver tasks under each category, or primes only and subs can be added as needed after selection? Specifically, for the #2 MEP category, if the MEP firm should include subs for Architecture, Structural, or other needed disciplines or would the county pair them with in house resources or firms selected under any of the other categories?

**Answer:** The county may award all disciplines to one team but reserves the right to award to one or more contracts at its discretion. If submitting for more that one category, please list qualifications for each separately.

O. Question: Please confirm there is no cost estimating services a part of this RFP scope and this section is related specifically to coordination and incorporation of construction cost estimating services provided by other into the design and CA process?

**Answer:** Detailed construction cost estimating is not part of this proposal, but the county will ask disciplines for budgetary costs per project as needed.

P. Question: Does the county have any goals or award preferences for disadvantaged business such as MBE/DBE and what guidance is offered to Proposers to include disadvantaged business categories on their team?

**Answer:** See answer to item J.

Q. Question: Please confirm the structure for fees and invoicing of task orders resulting from this contract and if they will be lump sum, cost plus, or time and material not to exceed amount?

**Answer:** After award of the contract, work orders will be per executed per project or task with fee structures negotiated depending on the needs of each individual project.

R. Question: Can the County confirm that all submitted financial statements and sensitive information will be confidential and will become "REDACTED" Documents in accordance with Freedom of Information Act (FOIA) requests? Should confidential pages be labeled as such?

**Answer:** All information will be treated according to the prescribed legal requirements. Bidders should label confidential pages as such.

S. Question: For Category #2 MEP services, should Fire/Life Safety, and Special Systems/Security/IT be included in our resumes, org chart and approach?

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**Answer:** General requirements for fire, security systems, data, CCTV, etc. may be included but the county has separate contracts with specialty consultants and contractors for this work.

T. **Question:** Please confirm there is no requirements for submission of staff or category hourly rates or overhead during this phase of the submission and that all rates would follow during negotiation after this qualifications phase.

**Answer:** Correct. No rates or fees are requested as part of this proposal.

2. All other conditions remain in full force and effect.
  
3. If a Proposal has been submitted and anything in this Addendum causes the Proposer to change the item offered or to increase or decrease the Proposal price, the new price and/or changes will be inserted below:  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
4. All bidders under this Request for Proposals are kindly requested to acknowledge receipt of this Addendum on page 11 of the Proposal Form.

*Tina Malone*

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Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division