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DEPARTMENT OF FINANCE
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Addendum No. 3

RFQ No. 22-20
PREQUALIFIED FIRMS TO PROVIDE ON-CALL ENGINEERING SERVICES FOR
ROCKDALE COUNTY WATER RESOURCES

June 3, 2022

RFQ #22-20 is hereby amended as follows:

1. Below are questions received and corresponding answers:

A. Question: On p. 9. Preparation of the RFQ, the second sentence states that the submittal should be no more than 50 pages, but in parenthesis in the third sentence it states, "included in the 40-page limit." Please confirm if the total page count for the RFQ response is 40 or 50 pages.

Answer: Refer to Addendum #1.

B. Question: RFQ, p.9, Tab 2: Insurance Coverage, first sentence states: "Rockdale County's required insurance coverage is described in the Insurance section above." However, there is no mention above about insurance requirements. Please confirm if additional insurance requirements should be sent.

Answer: Refer to Addendum #1.

C. Question: On page 4. Qualifications to Offerors, fifth sentence, it states to submit at least three references, but on page 11. Tab 5 Quality of Client Service, second paragraph, it states to provide a minimum of four references. The References form lists three references. Please confirm if the minimum number of references is three or four.

Answer: Refer to Addendum #2.

D. Question: Please confirm if proposed deviations from scope of work, proof of business license, and financials should go in Tab 6, Supporting Information.

Answer: Yes, that is correct.

E. Question: Please confirm that project examples should be placed in Tab 6. Supporting Information as noted on page 11. Tab 6, second bullet, and not in Tab 3. Firm Qualifications.

Answer: Yes, that is correct.

F. Question: Please confirm that resumes should be placed in Tab 6. Supporting Information as noted on page 11. Tab 6, first bullet, and not in Tab 4. Key Personnel Qualifications.

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Answer: Yes, that is correct.

G. Question: Are 11x17 pages permitted, and if so, will they count as one or two pages?

Answer: Pages must be on 8.5" x 11" paper. 11" x 17" paper will not be accepted.

H. Question: Is there a preference for single or double-sided printing?

Answer: Only single pages will be accepted. Double sided pages are unacceptable.

I. Question: If printing double-sided, will pages left blank for printing purposes count as a page towards the page count?

Answer: See answer to Question H.

J. Question: SOQs should be submitted in three ring binders, or spiral bound, tabbed for each section outlined below. The total length of the proposal, including cover letter, should be no more than 50 pages. Font size should be no smaller than 11 points. Key personnel resumes should be brief and concise (included in the 40-page limit). Resumes shall be two (2) pages maximum. Section dividers and required forms will not count toward the 50-page limit. **Can you clarify: is this page limit single or double sided? i.e.: 50 single sided / 100 double sided when printed and bound.**

Answer: Pages must be one-sided.

K. Question: SOQs should be submitted in three ring binders, or spiral bound, tabbed for each section outlined below. **Can you clarify: Is wire bound an acceptable method or is spiral the only option if not using a 3-ring binder?**

Answer: Wire bound will also be accepted.

L. Question: On page 8, item 7 of the RFP there is a mention of a **SOQ form** that "must be submitted in a separate sealed envelope labeled "SOQ Proposal Form". We are unable to find this form in the RFP. Will the SOQ Form be provided in an addendum?

Answer: Please disregard that statement. There is not a SOQ Proposal Form with this RFQ. The first part of that statement will remain in place.

M. Question: If we are an Out of Jurisdiction Vendor, please advise if we still need to fill out and include the Local Vendor Preference form with our submittal.

Answer: No. The Local Vendor Preference - Affidavit of Eligibility should only be completed if you are a local vendor that meets the qualifications in the policy.

N. Question: If we are a private company, for the financial stability, please advise if one hard copy of our most recent financial statement and/or a letter from our financial institution is acceptable. Or do you need us to provide 3 separate hard copies and a PDF copy?

Answer: Provide three (3) hard copies and a PDF copy on a USB Flash Drive.

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2. All other conditions remain in full force and effect.

3. All bidders under this Request for Qualifications are kindly requested to acknowledge receipt of this Addendum on page 14 of the RFQ package.

Tina Malone

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