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DEPARTMENT OF FINANCE
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Addendum No. 4

**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: Tab 5 states a “minimum of four references”, page 4 states “at least three”, and the reference form only includes spots for three references. Could you please clarify if three or four references are required?

Answer: As stated in Addendum #2, Question D, please include three (3) references minimum.

B. Question: Is pricing/rates to be included in SOQ package as referenced on page 5, last paragraph?

Answer: No pricing should be submitted with your SOQ. Please disregard that statement.

C. Question: In reference to page 10, Tab 3: Firm Qualifications, Item 1. General qualifications and experience for the firm. Please limit information to that which is specific to the local office. Can you expand on what information should be specific to the local office? In addition to the local office information, is it acceptable to expand on firmwide qualifications/resources that may be utilized for this contract?

Answer: For Firm Qualifications, you may expand beyond the local office and use firmwide information. Please be sure to show there is adequate staff in the local office to support the project.

D. Question: In reference to page 4 - Financial Stability, would it be acceptable to Rockdale County for firms to provide their “financial statement” in a separate sealed confidential package clearly marked as a “trade secret” as this will be proprietary information?

Answer: Yes. Please submit financial information in a separate sealed envelope. We keep all financial information confidential.

E. Question: On Page 4 of the RFQ, the County is requiring the Audited Financial Report. Where does the County want us to insert information?

Answer: Please submit any financial information in a separate sealed envelope, as we keep any financial information confidential.

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F. Question: On Page 4 of the RFQ, the County is requiring an attached copy of the business license. Where does the County want us to insert this information?

Answer: As stated in Addendum #3, Question D, it should be in Tab 6, Supporting Information.

G. Question: Are we able to use one project for multiple categories or does the County want us to use 3 different projects per category?

Answer: Yes, you can use one project for multiple categories.

H. Question: Can the County confirm on Page 12 “All professional consultants must be properly licensed in the state of Georgia”. Is this referring to the individuals or the firm in general?

Answer: This is referring to the firm in general.

I. Question: To clarify, Addendum #3, Letter L - If there is no “SOQ proposal form” – should the forms that are included be placed in an appendix, or do they need to be in a separate envelope?

Answer: A “Proposal Form” would typically include pricing. Since we will not require any pricing for this RFQ, only qualifications, we omitted that wording from page 14 of the RFQ. Page 14 of the RFQ would usually be three (3) parts to include a pricing section. We omitted that section and are requiring Part I: Addenda Acknowledgements and Part II: Firm Information to be completed.

Please place page 14 along with any completed applicable forms that are in the RFQ, in your SOQ submittal under Tab 6. This includes page 14 through page 19 of the RFQ. Financials must be placed in a separate envelope, but that will be the only information required to be separated from your SOQ submittal.

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
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