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DEPARTMENT OF FINANCE  
MICHELLE IRIZARRY, CFO  
TELEPHONE: 770-278-7555  
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**Addendum No. 2**

**RFQ No. 23-32  
SAFE STREETS FOR ALL (SS4A) ACTION PLAN**

**December 22, 2023**

RFQ #23-32 is hereby amended as follows:

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

**A. Question:** The RFQ states that the due date for proposals is 2:00 PM on Thursday, January 4, 2023. With both the Christmas and New Years holidays falling within that window, would Rockdale County consider extending the due date by two weeks?

**Answer:** We have extended by one week to 2:00PM on Thursday, January 11<sup>th</sup>, 2024.

**B. Question:** Would the County consider extending the deadline for submittal due to the fact that approximately 3 weeks is provided to respond and one of those weeks falls over the holiday period?

**Answer:** We have extended by one week to 2:00PM on Thursday, January 11<sup>th</sup>, 2024.

**C. Question:** Is there a format that the City wants to see the proposal shown in – do you want the proposal to be broken into the sections that were mentioned for the evaluation criteria? No other response format appears to be required.

**Answer:** The county does not have a template or specific format. Breaking the proposal into the evaluation criteria sections would be acceptable.

**D. Question:** Is there a page limit for the proposal and will the cover letter or section dividers be included in this page limit, if there is one?

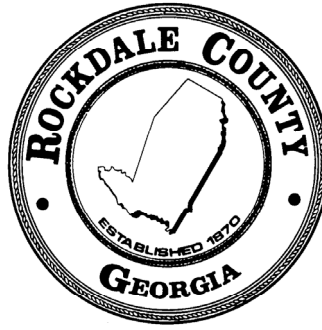
**Answer:** There is no page limit.

**E. Question:** Will cost be a consideration during the selection process? Given the federal funding the Brooks Act may apply which would prohibit cost to be a selection criterion.

**Answer:** Cost is not considered to be a part of the selection criteria as shown under “Evaluation Criteria” of the RFQ. Please disregard the information about pricing under “Selection Process” in the RFQ. It has been amended to the following:

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**“SELECTION PROCESS:**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

Rockdale County Board of Commissioners may reject any or all proposals and waive any technicalities or informalities if such action is in the county’s interest.

Rockdale County may evaluate proposals and award a contract without discussion with offerors. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.”

**Rockdale County Procurement is complying to code 40 U.S.C. 1101-1104, commonly known as the Brooks Act for this RFQ.**

**F. Question:** P. 9, item 7: Please confirm that the County requires that the Proposal Form be placed in a separate sealed envelope.

**Answer:** We are not asking for Proposal Pricing at this time; therefore, the Proposal Form does not need to be in a separate sealed envelope.

**G. Question:** P. 12: Is there a reason why the project cannot kick off until April 1, 2024?

**Answer:** This date is the best estimate based on the most recent projects that have gone through the same procurement process, which includes approval of the consultant contract by the Board of Commissioners. If approval happens before this estimated date, project kickoff can happen immediately following NTP.

**H. Question:** P. 12: Are the dates correct? There are differences with the dates shown on P. 10.

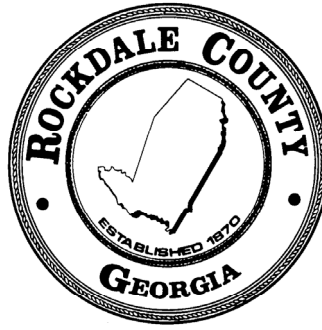
**Answer:** Please defer to the dates on page 10 with the inclusion of the 4/1/24 “Planned Action Plan Kick Off Date” on page 12

**I. Question:** P. 12: Does “complete inventory of existing roadways and pedestrian infrastructure” include public roadways within the City of Conyers?

**Answer:** Infrastructure in the City of Conyers may be necessary to show gaps in connectivity throughout the county, however the plan will only apply to unincorporated Rockdale County.

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**J. Question:** P. 12: Does the task “complete inventory of existing roadways and pedestrian infrastructure” need to be 100% complete by July 1, which is the completion date of the draft Action Plan?

**Answer:** Yes. This is an aggressive schedule, but having a complete inventory for the draft will provide the base information we need to provide the public for their input, which will begin after the draft document is completed.

**K. Question:** P. 14: Does the project include an evaluation of I-20 crashes/safety within Rockdale County?

**Answer:** Only the on/off-ramps and connections to county roadways would apply.

**L. Question:** P. 15, Step 2: please confirm that the cost proposal is required as part of the proposal submittal.

**Answer:** No, Cost Proposals are not required and will not be accepted at this time. Once Qualifications are reviewed, Rockdale County will request envelope sealed Cost Proposals from at least 3 top-ranking firms.

**M. Question:** P. 15, Step 2: Please confirm whether cost is a component of the selection scoring process.

**Answer:** Cost will not be a selection criterion.

**N. Question:** The RFQ does not specify what to include in the Statement of Qualifications. While Page 5 outlines the Evaluation Criteria and Page 16 includes a one-page Proposal Form, there is no specific description that states what the County would like the consultants to submit. The Proposal Form appears structured around a vendor bid, as it references “more than one brand” (Part I: Proposal Summary) and Vendor Information (Part III).

Typically, RFQs will require certain information from each proposer (along with a page limit), such as:

Cover letter/introduction

Org. chart

Resumes

Relevant experience summary

Project understanding

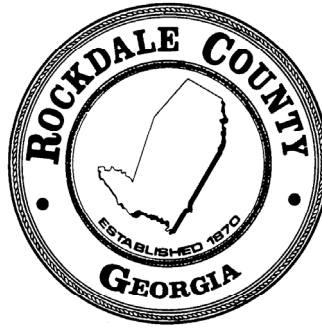
Project approach (for a proposal)

Will the County please provide some clarity on what they would like the consultants to submit in their SOQ/Proposal?

**Answer:** There is no page limit. Applicants are encouraged to follow the evaluation criteria format, which breaks the proposal out by “Staffing and Availability,” “Experience/Performance,” and “Approach.”

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**O. Question:** In light of the question above and no clear direction on what the County wants us to include in the SOQ, will the County consider extending the proposal due date?

**Answer:** We have extended by one week to 2:00PM on Thursday, January 11<sup>th</sup>, 2024.

2. All other conditions remain in full force and effect.
3. If qualifications have been submitted and anything in this Addendum causes the contractor to change the item offered, the new changes will be inserted below:

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4. All contractors under this Request for Qualifications are kindly requested to acknowledge receipt of this Addendum on the Proposal Form, page 16 of this RFQ.

*Tina Malone*

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