

**City of Roswell
Purchasing Division**

**Kay G. Love
City Administrator**

**Jere Wood
Mayor**

ADDENDUM NUMBER 1

REQUEST FOR QUALIFICATIONS #17-047-C

TSPLOST PROGRAM MANAGER SERVICES

February 9, 2017

To All Prospective Bidders:

The deadline for questions has passed. The due date for the bid remains Thursday, February 16, 2017 at 2:00 PM.

In reference to the RFQ listed above, the following informational items, answers to questions, additions, deletions and changes are hereby incorporated into the Request for Qualifications:

- **If the consultant is already a prime on one of the Tier 1 projects, can they or their sub-consultants submit for this RFQ? Answer: The prime cannot participate. The sub-consultants may participate.**
- **Will the City take submittals for just right of way acquisition or would we need to partner with a prime firm? Answer: Roswell is looking for the capability to handle all tasks included in Section 3.4, Scope of Work.**
- **What do you mean by electronic copy? Answer: Your submittal should be on a thumb or zip drive or a cd.**
- **Are the projects listed in the tier one category the only projects that will be part of this contract? Answer: Depending on revenue, Roswell will be able to identify and construct additional projects in the Tier 2 and Tier 3 programs.**
- **Will the consultant that is hired be required to have employees working on site at the City? Answer: Possibly, this is something that will be determined during negotiations with the awarded vendor.**
- **Will the sub-consultants working with a prime consultant need to provide the same information as the prime for the submittal. (like financials etc.) ? Answer: No**

- **Will the consultant need to provide a website or will this be managed through the city site? Answer: The consultant will provide content that will be hosted through roswellgov.com**
- **To adequately respond to the Approach Section of the Statement of Qualifications will require more space than the six (6) pages allowed. Could the allowed submittal size increase? Answer: No**
- **Will the design engineer for each project be responsible for the environmental permitting? Answer: Refer to Section 3.4, Scope of Work, Pre Construction. Consultants already under contract for design of Tier 1 projects will be responsible for permitting on their respective project. Program Management team should be able to offer support for all other projects and resolve problems and issues as they arise for Tier 1 projects.**
- **What does success on this project look like? Success is accomplishing as much as possible of what was promised to the citizens of Roswell who voted for this TSLOST initiative. Meet or exceed resident expectations. The substantial completion of the tier 1 projects and some tier 2 projects. Enable the renewal conversations to begin in 3-4 years.**
- **Who among the other surrounding counties and cities that are participating in this kind of program do you feel is the most successful? Answer: Many of the neighboring cities and counties have successful programs.**
- **When will the GDOT rules apply? Answer: GDOT rules will apply when projects impact state routes.**
- **Will these projects comply with MS4? Existing consultants are under contract to comply with the City's Stormwater Ordinance or GDOT's MS4 policy. All other new projects will need to comply with the City's Stormwater Ordinance with respect to water quality, stream channel protection and flooding protection.**
- **On Page 11, Section 2.3.4 Completeness of SOQs states that submitted responses may not include references to information located elsewhere, such as internet websites or libraries, unless specifically requested. However, on Page 17 of RFP, Section 4.3, Item 3 Technical Experience states that a link to more in depth project information may be provided as part of the submittal. Please define what can be included in the link. Can this information be included in the Appendix in hard copy? Answer: The intent here is that the submittals remain brief. The five (5) projects provided as part of the technical**

experience section of the submittal are project summaries. We are allowing that a link to a more comprehensive explanation of the project can be provided. This information cannot be included as an Appendix in hard copy.

- On Page 20-21, Section 6.9 (end of paragraph on p21) states that 'An Offeror should include a fully executed E-Verify affidavit as part of its proposal and refers to an Exhibit D. There is no Exhibit D included with the RFQ; however, on page 25 of the RFP there is an Exhibit B Contractor Affidavit that does require E-Verify information Is there another form we need to include as Exhibit D? Does Exhibit B replace Exhibit D? Answer: No. Please use the E-Verify Affidavit provided in Exhibit B.
- It is understood that the prime cannot participate in any design activities for SPLOST projects. Will the same restrictions be applied to subconsultants on the prime's team? Subconsultants on the prime's team can participate in design activities for SPLOST projects.
- Please clarify the electronic submittal requirement noted at the top of Page 9. Are you looking for 1 PDF of the entire proposal, or separate PDF's for each section within the proposal? Answer: Your submittal should be one PDF on a thumb or zip drive or a cd.
- Do we need E-Verify forms completed for each of the subs on our team? Answer: No.

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFQ to:

**City of Roswell – Purchasing Division
Roswell City Hall
38 Hill Street, Suite 130
Roswell, GA 30075**

I hereby acknowledge receipt of Addendum 1 and have incorporated the changes into my proposal response for the above mentioned RFQ.

COMPANY NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** ____ **ZIP:** ____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____