

**City of Roswell
Purchasing Division**

**Gary Palmer
City Administrator**

**Lori Henry
Mayor**

ADDENDUM NUMBER 1

Request for Qualifications # 18-134-G

**Standby Env/Public Works Engineering Design Services
June 8, 2018**

To All Prospective Offerors:

In reference to the RFQ listed above, the following Changes and Answers to Questions are hereby incorporated into the Request for Qualifications:

Changes

Indemnification Language

Exhibit C – Sample Contract – Delete current text under Section 4 which reads:

~~“The Contractor agrees to indemnify, hold harmless and defend the City from and against any and all liabilities, suits, actions, legal proceedings, claims, demands, damages, costs and expenses (including attorney’s fees) rising out of any negligent act or omission of the Contractor, its agents, subcontractors or employees in the performance of this Contract.”~~

And replace with the following text:

“The Contractor agrees to indemnify the City for damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract. This provision shall not affect the Contractor’s obligation under workers' compensation or coverage or Contractor’s insurance specifically relating to workers' compensation, nor shall this apply to any requirement herein that the Contractor purchase a project specific insurance policy or project specific policy endorsement if required within this contract.”

Page Limit

The **original page limit of four (4)** as it relates to sections 4.3.1-4.3.5 is **hereby changed to six (6) throughout the document.** Extended answers in the Question and Answer section below provide additional guidance.

Additional Hard Copies

The first sentence under Section 4.2 "Preparing Statements of Qualification" is hereby changed

From:

"Provide one (1) original hard copy, and one (1) electronic copy of the complete package on compact disc or zip drive."

To:

Provide one (1) original hard copy, **along with five additional hard copies of Section 4.3.1-4.3.5 for every service that the firm is providing responses for,** and one (1) electronic copy of the complete package (electronic copies of the additional hard copies are not required) on compact disc or zip drive.

Proposals (and any and all copies) must be provided in three-ring binders (standard hole punched). These binders can be boxed or placed in a soft package.

Please keep in mind that the firm will be mainly evaluated on what is contained in their response to Sections 4.3.1 – 4.3.5.. With the original and copies as provided for below, that section of the qualifications packet will only be 36 pages long for each service. There are only 5 services, so if a firm proposed on all five, that section of their packet would only be 180 pages, including all required copies. One large binder should be able to contain the entire qualifications packet. However, if additional room is required.

Tabs should be as follows:

Example (if submitting on two services):

Tab 1 – 4.3.6 Qualifications Letter and Certification

Tab 2 – Water Supply and Distribution 4.3.1-4.3.5 (Original)
Copies 1-5 of Tab 2.

Tab 3 – Stormwater Infrastructure & Drainage Improvement 4.3.1-4.3.5 (Original)
Copies 1-5 of Tab 3.

Tab 4 – Any and all Appendixes for all Services offered

Tab 5 – 4.3.7- 4.3.9 (Signed Addenda, Required Forms and Exhibits, Licensing)

Tab 6 - 4.3.10 – Financial Stability documents

Tab 7 – Rate Schedule sealed envelope (Envelope may be three hole punched and added at the back of the three ring binder, or separately added into a back binder pocket)

Correction

Section 6.8 references "Exhibit D". This section should instead reference "Exhibit B"

Questions and Answers:

#	QUESTION	ANSWER
1.	Regarding 4.4 – Rate Schedule: If we are submitting for Survey services, may we include a GA PLS in lieu of the GA PE for the Project Manager / Task Leader?	Additional categories and rates may be added. If you do not offer a rate category, leave the hourly rate blank.
2.	Regarding 4.4 – Rate Schedule: If we are submitting for Survey services, may we include a Project Surveyor in lieu of the Project Engineer?	See QA #1.
3.	Regarding 4.4 – Rate Schedule: If we are submitting for Survey services, may we include a Utility Coordinator in lieu of the Project Scientist?	See QA #1.
4.	Regarding 4.4 – Rate Schedule: This is not generally applicable to survey. Is this a requirement if we are submitting for survey services?	See QA #1.

5.	<p>Section 4.3 of the subject RFQ states that information provided in response to subsection nos. 4.3.1 through 4.3.5 should be provided for each service we are submitting on and within the 4 page limit per service. The business profile requested in subsection 4.3.1 and the project management approach requested in subsection 4.3.3 would only seem necessary one time. Can we provide responses to these two subsections once and focus our four pages on subsections 4.3.2, 4.3.4 and 4.3.5 for each service we are proposing on? If so, what is the page limit for the business profile and project management approach?</p>	<p>No. You cannot make them separate. The page limit is increased to six pages in this addendum. However, the packages are intended to be broken out and shared to separate teams that will be evaluating the packet, therefore the profile and project management approach will need to be included in each packet presented for each service.</p>
6.	<p>Section 4.3 – We would like to confirm that the following needs to be included within a 4 page limit for the SOQ.</p> <ul style="list-style-type: none"> • Business Profile • Project Management & Team • Project Management Approach • Specialized Competence <ul style="list-style-type: none"> ○ For 5 projects <ul style="list-style-type: none"> ▪ Project name, location, owner’s contact information, dates of services ▪ Project Description ▪ Project Photos ▪ Names and Roles of proposed Roswell team members on example projects • Demonstrated Success and Past Performance <ul style="list-style-type: none"> ○ Cost control, quality, and schedule description <p>The example project descriptions containing all of the information (example photos) above would significantly constrain the information on all of areas of interest within a 4 page limit. Would it be possible to add single page project descriptions not included in the 4 page limit?</p>	<p>See Answer to Question 5, and NO, single page project descriptions outside of the now 6 page limit will not be accepted.</p>
7.	<p>Is the rate table in Section 4.4 exclusive or can additional categories / rates be added to the 12 specified in the RFQ?</p>	<p>Additional categories and rates may be added.</p>

8.	Follow up to my earlier question at pre -proposal Mtg this afternoon. As we plan to submit for a geotechnical portion of this RFP, can we also submit our info on SUE, subsurface utility engineering, as well? If so, can we submit both in the same package, or separately?	While occasional SUE work may be requested under the scope of the contract, it is not required. Proposers may include only as it may help (in the opinion of the firm) to further establish qualifications of the firm.
9.	How about Phase one environmental site assessment/UST, can we submit our info for this as well?	Phase One Environmental site assessment/UST is not a part of the scope of services being requested
10.	Section 1.4.3 Can a firm submit as a Prime to cover the "Surveying" service requirement and be on other teams as a Sub-Consultant for Surveying?	Yes.
11.	Section 3.1 In the Pre-Bid meeting it was mentioned a desire to have a SUE firm as part of the contract. Will there be a standalone service for SUE added?	No - A stand-alone service for SUE will not be added. See answer to question 8.
12.	Exhibit A – Corporate Certificate Form, Page 23. Croy Engineering functions as an LLC, can Exhibit A be modified to reflect requirements for an LLC, instead of a corporation?	Yes, but only to reflect that change.
13.	Item 4 Indemnification, Page 27. Per Ga House Bill 943, the broad form indemnification is now "void and unenforceable", particularly with respect to the obligation to "defend". Please confirm if Item #4 can be deleted or amended.	Revised language is in this Addendum.
14.	4.4 Rate Schedule, Pages 15/16. Can additional personnel/classes be added to the hourly rate schedule?	See Answer to QA#1.
15.	4.3.9 Licensing, Page 15. Does this section refer to the firms business license?	This language is directed towards professional licenses; however, each firm should have a proper business license.
16.	On page 14 of the RFQ, in the first paragraph is states that the SOQ is limited to four (4) pages. Can you clarify as to whether this is four (4) single-sided sheets of paper with content or can it be four (4) double sided pieces of paper with content for a total of eight (8) sheets of content?	The new 6 page count is for 6 pages of content, three double sided or 6 single sided.

17.	With respect to insurance requirements, please confirm which section governs. Sections 5 of the sample contract differs from section 6.6 of the RFQ.	Section 6.6 of the RFQ shall govern, with the exception that a Certificate of Insurance and an Additional Insured Endorsement may serve as Proof of Insurance. Please note that merely stating that the City is an Additional insured on an Accord Form does not provide sufficient evidence that the City is an Additional Insured. A separate endorsement, or section of the Insurance agreement as it relates to additional insureds that meets the standard is required.
18.	Section 6.6, page 18. We can add the City to our policy with the exception of Workers Compensation and Professional Liability. Can the last sentence be modified to reflect include this verbiage?	Our legal team has not weighed in on this question as of yet, but reasonable and legal accommodations may be made prior to final contract execution.
19.	We believe Exhibit A – Corporate Certificate Form needs to be revised as it refers to a “Contractor in the foregoing bid.” Since this is a qualifications package for engineers/consultants, will the City revise the form accordingly?	We will not revise the form, however, by way of response to this inquiry, please consider all references to “bid” or “quote” as a reference to this solicitation, and any reference to “contractor” to in fact mean the successful consultant.
20.	Will the City agree to amend the indemnification so that it is consistent with O.C.G.A. § 13-8-2, as amended in June 2016, with the following, "Consultant agrees to indemnify the City for damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Consultant or other persons employed or utilized by the Consultant in the performance of this Agreement."	See Question 13.
21.	Where immediate termination with no opportunity to cure is a severe sanction, will the City agree to amend Article 6.3.2.2 to read "in any other manner to perform the material requirements of the RFP."?	While reserving the right to immediate termination, the City provides continuous feedback to consultants regarding their projects and any performance issues.
22.	Consistent with Article 5.2 of the Sample Contract, where Consultant's insurance policies are confidential and contain sensitive business information, will the City agree that the Consultant can provide Certificates of Insurance reflecting the required coverages and limits, signed by its insurance broker?	See Question 17.

23.	Section 4.2 indicates that one (1) hard copy and one (1) electronic copy are required. At the Offerors Conference it was indicated that multiple hard copies may be required. To date there have been on addenda posted to revise the number of copies required. Please clarify if the requirements of the original RFQ remain in effect with respect to number of copies to be submitted.	See Addendum #1.
24.	If we are submitting on multiple services, are you looking for one bound submittal with clear delineation (i.e., tabs) between the qualifications for each service area, which would include one transmittal letter, set of forms, licensing and financial info, and appendix? Or do you prefer separate submittals for each service area— each having its own set of forms, financial info, appendix, etc.?	See Addendum #1.
25.	Is submittal of qualifications for all services that may be utilized by the City of Roswell required, or can qualifications be submitted for only some of the services requested?	Firms may submit for any or all of the services.
26.	Who are the incumbent firms for this contract?	AECOM, Brown and Caldwell, Burns McDonnell, ECS Southeast, Engineering Strategies, ISE- Intergrated Science and Engineering, River To Tap, WK Dickson
27.	Is GDOT prequalification (with respect to the requested services areas) required or preferred by the City of Roswell?	GDOT prequalification is not required, and preferred only as it may help (in the opinion of the firm) to further establish qualifications of the firm.
28.	<p>May we organize our proposal as follows:</p> <p>4.3.1-4.3.5 – Tab 1 (Refer to Tab 7 for 4.3.4)</p> <p>4.3.6 – Tab 2</p> <p>4.3.7 – Tab 3</p> <p>4.3.8 – Tab 4</p> <p>4.3.9 – Tab 5</p> <p>4.3.10 – Tab 6</p> <p>Project Experience & Descriptions – Tab 7</p> <p>Appendix - Resumes</p> <p>4.4 – Separate sealed envelope</p>	No - project experience and descriptions are a part of the six (6) page maximum introduced in this Addendum. See Addendum #1.

29.	On Page 14, it is mentioned that the transmittal letter will not count as part of the page limit. Will this also apply to the table of contents and tabs?	The Table of contents and tabs will not count. However, over six pages the utility of a table of contents does come into question.
30.	On Page 16, there is a listing of 12 categories for hourly rates. Can we modify this list so that any that aren't applicable to our services may be excluded and add other rates as needed? (On Page 13, 3.5.5 Geotechnical – "Include appropriate standard testing rates for the customary services identified above and other testing and observation services which your firm provides including technician rates.")	See Q&A #1.
31.	Exhibit B – Contractor Affidavit. We understand that this form is required for the Prime firm submitting. Will a separate Subcontractor Affidavit be required at the time of this submittal for on subcontracted services? If so, can you provide one or shall we use a standard form?	There is a standard form for subcontractors, however, while the Prime must require the subcontractor form, only the Prime contractor's affidavit is required for our files.
32.	Section 4.2 indicates that one (1) hard copy and one (1) electronic copy are required. At the Offerors Conference it was indicated that multiple hard copies may be required. To date there have been on addenda posted to revise the number of copies required. Please clarify if the requirements of the original RFQ remain in effect with respect to number of copies to be submitted.	See Addendum #1.
33.	Regarding section 4.2 (page 14), we are bidding on multiple services and plan to submit one proposal in a 3-ring binder format with appropriate tabs for each SOQ service. Please advise if this layout is acceptable. If not, please clarify an acceptable layout.	See Addendum #1
34.	Regarding section 4.3 (page 14), confirm that the page limit per SOQ service area will be increased from 4 pages to 6 pages per feedback at the Offeror's Conference.	See Addendum #1
35.	Regarding section 4.3.4 (page 14), confirm that 5 example projects are to be provided for each service submitted or 5 example projects total.	Five (5) Example projects are required for each service as each service submission will be separately evaluated.

36.	<p>Regarding section 4.4, Rate Schedule (pages 15 and 16), would the City consider additional roles to the 12 currently in the RFQ? The reason we ask is because we view the City of Roswell would receive a better range of rates to use on assigned task orders/projects. Example: instead of only including roles for Project Engineer I or II, the following could be a potential engineer lineup:</p> <ul style="list-style-type: none"> • Junior EIT • Senior EIT • Professional Engineer (5-10 years' experience) • Professional Engineer (10-20 years' experience) • Professional Engineer (20+ years' experience) • Project Manager I (5-15 years' experience) • Project Manager II (16-30 years' experience) 	See Q&A #1.
37.	<p>Regarding section 4.4, Rate Schedule (pages 15 and 16), would the City consider providing a description of all roles so all consultants understand the classifications they are provided rates for? With only titles, each consultant could interpret the classification differently.</p>	See Question 7.
38.	<p>Section 6.8 of the subject RFQ states that an offeror should include a fully executed E-Verify affidavit as part of its proposal (Exhibit D). There is no Exhibit D included in this RFQ. Is this a missing form or does the offeror need to create its own?</p>	See this Addendum...This should state Exhibit B.
39.	<p>In section 4.3.10 Financial Stability, will a comfort letter from our auditors suffice as "other verifiable information demonstrating financial stability" to meet the criteria for this section?</p>	That would likely depend on the auditor (are they internal, or external independent auditors?) as well as what is stated in the comfort letter.
40.	<p>Page 14, 4.3.2 Project Management & Team says to provide the name and contact information, experience, education and qualifications of the Consultant's designated Project Manager and Team for this project. As the project team may vary based on the requested services, please confirm we are to provide the requested information for team members or may we include in the resumes.</p>	It would be anticipated that there would be one Project Manager for each service.

41.	The RFP requests proposers to provide suitable documentation to establish Financial Stability. Please confirm if proposers are to provide the requested information if the proposer has a current contract with the City. In addition, please confirm if the requested information may be provided upon award.	Even currently contracted firms are required to provide this information. The information should be provided in the response.
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All other terms, conditions, and deadlines remain the same.

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: _____