

**City of Roswell
Purchasing Division**

**Gary Palmer
City Administrator**

**Lori Henry
Mayor**

ADDENDUM NUMBER 1

Request for Proposals # 18-284-G

**2019 STRATEGIC PLAN - ENGAGEMENT PHASE
November 1, 2018**

To All Prospective Offerors:

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

Changes

1. Section 4.3.1.2 includes a sentence that currently reads: "Please provide a profile of each project and reference contact information, including owner names, email, and telephone numbers – this can be answered here or referenced here to a similar question in 4.3.2.2." This Addendum hereby **removes** that sentence and **replaces** this sentence with the following sentence: "Please provide a profile of each project and reference contact information, including owner names, email, and telephone numbers – this can be answered here or referenced here to a similar question in 4.3.4.1."
2. Section 4.3.5 currently reads: "Additional Required Forms and Documents are required in 4.3.4-4.3.10 is not part of the page limit. These items are Pass/Fail and relate to responsiveness and responsibility." This Addendum hereby removes that sentence and replaces this sentence with the following sentence: "Additional Required Forms and Documents required in section 4.3.5 are not part of the page limit. These items are Pass/Fail and relate to responsiveness and responsibility."

Questions and Answers:

QA#	Question	Answer
1	In regards to the 25-page limit, will the cover letter, tabs, and table of contents count toward the page count?	Plain tab sheets (i.e. sheets that do not contain writing with the exception of the tab itself) will not count toward the page count, everything else will.
2	How will the Strategic Plan relate to the Comprehensive Plan?	The comprehensive plan covers the physical development of the city. The strategic plan involves the priorities of the city. The comprehensive plan will be drafted using the priorities identified and memorialized in the strategic plan.
3	Is the Engagement Phase intended to inform any other plans (e.g. small area studies) or only the Planning Phase of the Strategic Plan?	The engagement phase is strictly related to the planning phase of the <i>citywide</i> strategic plan.
4	Do you expect to see a business license and documentation from our subconsultants? Or is the documentation only for the prime consultant?	The prime consultant will be responsible to ensure that their subconsultants are properly licensed to do business in the State of Georgia, and that they are properly licensed to do the work involved in their subcontract.
5	Has (or will) a steering committee been established for this project?	The Engagement Team selection, development and commencement of work will be completed in collaboration with the selected firm(s) from this RFP in coordination with the city administrator's office

QA#	Question	Answer
6	Is Indirect Cost (IDC) allowed? If IDC is limited, please let us know the rate %.	This contract will be a firm fixed price contract, with each milestone set as a fixed price for release of payment. The only exception would be for travel, which will be done on a Not-to-Exceed basis. The Price Proposal should consists of a listing of milestones with fixed prices, along with a NTE price for travel, which will be reimbursed at cost up to the NTE. The milestones and the NTE for travel added up, will be the total proposed price. The consultants may include a separate sheet of assumptions associated with the pricing (i.e. proposed number of meetings for a particular milestone), which can be used for the purpose of negotiation.
7	Section 4.3.1.2 states "Has your firm performed five similar contracts within the last five years? Firms must have led or been part of a team involved in executing similar projects for local governments at similar costs at least four (4) times within the last three (3) years. Please provide a profile of each project and reference contact information, including owner names, email, and telephone numbers – this can be answered here or referenced here to a similar question in 4.3.2.2." .. 4.3.2.2 is part of the Technical Experience of Assembled Firms. Should this have read 4.3.4.1?	Yes. The text should have read "this can be answered here or referenced here to a similar question in 4.3.4.1."
8	Do we need to provide evidence of sub-contractor qualifications?	See QA#4. Beyond that requirement, offerors should provide qualifications as best supports their competitive proposal.

QA#	Question	Answer
9	<p>Are the vision, mission and values listed on www.roswellgov.com the ones the city plans on memorializing or does the city plan on developing a new vision, mission and values based on the results of the engagement phase?</p>	<p>We will be identifying and memorializing a new vision, values, goals and objectives through this process.</p>
10	<p>In this section it mentions other requirements in 4.3.4 - 4.3.10 but section 4.3.6 through 4.3.10 are not in the document.</p>	<p>Text should read: "Additional Required Forms and Documents required in section 4.3.5 are not part of the page limit. These items are Pass/Fail and relate to responsiveness and responsibility."</p>
11	<p>Will a Certificate of Good Standing from the Secretary of State suffice for the Financial Stability requirement? Thank you.</p>	<p>A certificate of good standing only relates to payment of business license, the requirement here would more closely relate to a balance sheet or recent audit letter, either of which can be classified as Confidential.</p>
12	<p>Will there be a call in number for the Offerors Conference on October 26, 2018 at 2pm?</p>	<p>No.</p>
13	<p>"Submittals must be typed on standard three hole punched paper." Is the proposal to be in a three-ring binder?</p>	<p>It can be in a three ring binder, or bound with binder clips. All proposals will be placed in a single three-ring binder for distribution to the evaluation committee - so elaborate binder covers are not required or encouraged.</p>

QA#	Question	Answer
14	Do you prefer five references in the last five years or four references in the last three years?	The text you are referring to had two parts, a question, and a requirement. You should answer the first question, has your firm provided similar services at least five times within the last five years? Answer that question yes or no. The second part states the requirement for participation, 4 similar projects within the last three years. Four within the last three years would be acceptable, but you can provide up to five projects as examples.
15	Which of the following are included in the 25 page limit: cover letter, table of contents, tabs, references, team biographies?	See QA#1. The cover letter, table of contents, references, and team biographies should be included in the limit if provided.
16	We are interested in submitting a proposal and attending the Offerors Conference. Is there a call in number or video feed that we may use to participate?	No.
17	May we attach Articles of Incorporation as an Appendix so that they do not count towards the proposal page limitation?	You may attach as part of the response to 4.3.5, which does not count toward the page limit.
18	May we attach Team Member resumes as an Appendix so that they do not count towards the proposal page limitation?	You may include as an appendix to your response to 4.3.5.3.2, which is excluded from the page limitation.

QA#	Question	Answer
19	Will a Certificate in Good Standing from the Secretary of State's office suffice as acceptable documentation to verify financial stability? Thank you.	See Q&A 11.
20	Per the RFP referred above and with respect to Section 4.3.1.2., is the term "local" government inclusive of county and state levels of government?	Yes.

All other terms, conditions, and deadlines remain the same.

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP 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 RFP.

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

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

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

SIGNATURE: _____ **DATE:** _____