



**REQUEST FOR QUALIFICATIONS: BRANNEN POND ROAD DRAINAGE REPAIRS**  
**Bulloch County Board of Commissioners**  
**Engineering Department**

**ANNOUNCEMENT**

The Bulloch County Board of Commissioners is accepting Statement of Qualifications (SOQ) from qualified firms to provide professional design services as stated in this request. The deadline for receipt of all submissions is 3:00 PM, October 19, 2023. Prospective firms shall file all documents necessary to support its submittal, as prescribed. **NO FAXES OR EMAILS ACCEPTED.**

**Addendum 1**

The following are questions that have been submitted for the Brannen Pond Road Repairs RFQ.

1. Do you have a list of Key Team Members we should include resumes for, or is that left to our discretion? In keeping within the 12-page limit, I wanted to make sure we provided what you are looking for.

**Answer: As a minimum, key team members would include project manager, roadway and drainage design engineer(s), principal-in-charge, and a survey team leader. Any others may be included as deemed appropriate by the firm.**

2. Do you have an example of a commitment table that we can use to go-by?

**Answer: We do not have an example commitment table to offer, however it would need to include current project commitments of each key team leader and indicate their availability. This could be done in terms of hours that are committed or available, or in percentage of time committed or available.**

3. The solicitation requests the work to be completed in 75 days. Any wetland filling permits may require 45 days or more. Will there be any negotiations on this schedule during the selection process?

**Answer: If it is determined during the design process that any environmental permits, such as from the US Army Corps of Engineers are required which will affect completion date of the design, the schedule will be adjusted accordingly by an extension agreed upon by the county and the consultant.**

4. Can the roadway be closed during construction?

**Answer: Yes, the roadway can remain closed during construction.**

5. This project will affect the downstream pond – how are we to coordinate with its owner?  
*Answer: The county is not aware of any downstream ponds in the vicinity of the existing culvert crossing. However, there is typically some standing water in the area near the discharge point of the existing culverts. Also, for further explanation, consultants are directed to the RFQ document under Scope of Services, Item V Drainage Design: Design new culvert in accordance with GDOT Drainage Manual. The minimum design storm frequency for the culvert shall be the 50-year storm event, and the culvert should be able to convey the 100-year storm event without overtopping the roadway. The design shall ensure that no new flooding is created upstream or downstream by the new culvert.*
  
6. Under the RFQ Requirements on page 6, the instructions say, “Please do not add any marketing material unless it is relevant to explaining your project approach,” however, under the requirements, there does not appear to be a required approach until the Phase II Evaluation. Could you please clarify if we should include a technical approach in the document due on October 19<sup>th</sup>?  
*Answer: Technical approach is not required as part of the submission on October 19, and will be addressed in the Phase II Evaluation. The items listed in the RFQ under RFQ Submission Requirements, Items I and II, are required for the October 19 submission.*
  
7. Due to the delays with mail delivery service providers, will the County accept an emailed PDF of the final proposal in place of the five hard copies and single flash drive?  
*Answer: The County does not accept emailed or faxed submissions for any sealed solicitations.*

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Signature

Date

Name of Company: \_\_\_\_\_

A copy of this addendum must be signed and returned in the submitted SOQ. Failure to include the signed addendum will cause the submitted SOQ not to be considered for this project. The inclusion of this addendum in the submitted SOQ **will not** be considered as part of the 12-page limit.