

# CLAYTON COUNTY WATER AUTHORITY

## Request for Qualifications

### ON-DEMAND ENGINEERING SERVICES – SMALL FIRM

**RFQ Opening:** Thursday, October 8, 2015 at 2:00 p.m. (local time)  
1600 Battle Creek Road, Morrow, GA

**Non-Mandatory  
Pre-Qualification Meeting:** Tuesday, September 22, 2015 at 2:00 p.m. (local time)  
1600 Battle Creek Road, Morrow, GA 30260

### A D D E N D U M # 2

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Dated: October 5, 2015

***Acknowledgment of receipt of this addendum **MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFB.*****

### **QUESTIONS:**

- 1) **Section 21 (Page 1-2.1) indicates that “Under this procurement “small” is defined as a firm with less than 100 employees, including full time contract employees.”**
- a. **Does a firm need to have less than 100 employees on the submittal date or when the contract is signed?**

**Answer:** CCWA intentions would be for the proposing firm to meet our definition of “small” being less than 100 employees at the proposal submittal date and maintain that definition through the entire contract period not just at the signing of the contract. However if the firm is anticipating a downsizing that circumstance must be fully disclosed in the proposal response with enough details to give CCWA assurances of such. The determination of such will be at the sole discretion of CCWA based on the proposal response.

- b. **What is the Authority’s definition of the term “Contract Employee”?**

**Answer:** CCWA definition of a term “contract employee” would be a person working for the firm and receiving a 1099 versus a W2 for their respective earnings.

- c. **Should contract employees retained for a specific project with a specified completion date be counted as employees?**

**Answer:** If those “contract” employees are full time, they would be counted as employees.

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**d. What if the contract for a contract employee is terminated before the contract is awarded?**

Answer: CCWA intentions would be for the proposing firm to meet our definition of “small” being less than 100 employees at the proposal submittal date and maintain that definition through the entire contract period not just at the signing of the contract. However if the firm is anticipating a downsizing that circumstance must be fully disclosed in the proposal response with enough details to give CCWA assurances of such. The determination of such will be at the sole discretion of CCWA based on the proposal response.

**2) Can a prime small business subcontract work to other firms? If so, what percentage of the work will the small business be required to self-perform?**

Answer: Yes, the small business can sub-contract work to other firm(s). CCWA does not have a set percentage of the work that the small business is required to self-perform. However CCWA intentions are for this work to be performed by the proposed prime small business and any of their proposed partners/subcontractors that each meet our “small firm” definition. The determination of such will be at the sole discretion of CCWA based on the proposal response.

**3) Are there any specific page limits for Section 2 (including sub-sections) and Section 3?**

Answer: The Qualifications Package has a limit of 30 pages which includes Sections 1-4. CCWA does not have specific page limits for Sections 2 and 3.

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SIGNATURE

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COMPANY NAME

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DATE