

**SUPPLEMENTAL INFORMATION**  
**ADDENDUM NO. 1**

PROJECT: RFP 21-002  
On Call CADD Support Services

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DATE ISSUED: August 6, 2020

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RFP 21-002 – On Call CADD Support Services dated July 13, 2020 is hereby amended as noted herein : BIDDER TO ACKNOWLEDGE RECEIPT OF ADDENDUM BY SIGNING ON THE SIGNATURE LINE BELOW AND INCLUDING A COPY WITH SUBMITTED BID. FAILURE TO DO SO MAY, AT THE OWNER’S DISCRETION, SUBJECT THE BIDDER TO DISQUALIFICATION

- 1) QUESTION: What CAD platform are you currently using?  
ANSWER: Effingham County currently has no active CAD platform
- 2) QUESTION: Please clarify the “Printing: Time & Expense” fee. The question is, does that include just running prints or the paper as well? Because it states per hour, and paper is charged per sq. ft.  
ANSWER: The consultant’s typical unit price sheet indicating reimbursables
- 3) QUESTION: The format of responses (Section 3.9 on page 13) only indicated two sections, while the scoring criteria (Section 3.8 on page 13), indicates a more in depth response. We wanted to be sure that we weren’t missing anything in the RFP given that we are to answer in the format set out within the RFP, per the instructions.  
ANSWER: An updated Section 3.9 is included in this addendum.
- 4) QUESTION: Is this mostly an architectural or engineering RFP? If meant to be more architectural in nature, is it expected that we submit engineering consultants and a full project team (civil, structural, MEP, etc.)? Page 13, item 3.8, number 3, refers to “Project Team (including sub-consultants).”  
ANSWER: It is anticipated that the work will include engineering and architectural. MEP, possible but unlikely.
- 5) QUESTION: Item 3.8, number 4, refers to “Proposed Response Time to Provide proposal for specific work requests.” What specific criteria is expected from proposers to sufficiently answer this question?  
ANSWER: We would like a typical timeframe the consultant can respond to a request for proposal from the County. We acknowledge that is dependent on when and what is requested. The Requirement to provide this is to assess the availability of the Consultant to have the adequate personnel resources to respond in a timely manner. Example: 24 hours to provide proposal from receipt of request.

- 6) QUESTION: Can proposals still be hand delivered to the purchasing office at 601 N. Laurel Street, given COVID-19 restrictions/protocols? Is that office open to the public for entry/delivery?  
ANSWER: Yes, the building is open for entry/delivery.
- 7) QUESTION: What software platform will Effingham County expect the winning vendor to utilize for the development and delivery of the CADD drawings?  
ANSWER: Either AutoCad latest version or Microstation latest version
- 8) QUESTION: What type information will be supplied to the winning bidder by Effingham County for the development of the CAD drawings? For instance, will it be hand drawings that need to be reproduced in a digitized format or will the “base” documents already be in a CADD format and the winning bidder will add new information?  
ANSWER: It could vary dependent on the nature of the work. It could be a hand sketch providing the basics with discussion on what is needed from the consultant. It could be preparation of a detail or plan based on description provided by the County on what is needed.
- 9) QUESTION: To elaborate on the previous question: Will the winning bidder be expected to utilize CAD operators that purely replicate drawings or will it be expected that the CAD operators have engineering knowledge for interpretation and/or QC of the “base” document supplied by Effingham County? This makes a difference for the pricing  
ANSWER: The expectation is that the consultant will provide a CAD technician that can understand engineering/architectural details as described by the County and can develop the drawing(s) accordingly. County is not looking for any design effort, only development of drawing(s)/details as described by the County personnel.
- 10) QUESTION: Will there be GIS involved?  
ANSWER: No.
- 11) QUESTION: Is it possible for the bidders to get an idea about the volume of work that will be forthcoming? For instance, is there any historical data that could be provided for previous outsourced CAD services? This will help us determine the number of hours that can be expected. However, we are aware there may never be any “guarantee” of volume.  
ANSWER: It is unknown on the volume or complexity of the work that may be necessary. In general, the idea is not to create sets of plans of any magnitude. The goal is to be able to provide the County with assistance in small scale in-house details, exhibits, conceptual schematics, general arrangement type etc., which would be used in the development of capital improvement projects/maintenance scopes of work, not complete design plans. In most cases the individual tasks should probably be less than 15 hours of work.
- 12) QUESTION: How will the work be delivered to the winning firm?  
ANSWER: The goal is to select 2 to 3 firms to utilize depending on their particular expertise, i.e., architectural or engineering type. A request for a proposal and services would be sent by the County to an individual firm requesting a task.

13) **QUESTION:** May we assume that there be no requirement for a local presence at your office? We are happy to set up video conferences, as necessary.

**ANSWER:** Correct. No local presence necessary

14) **QUESTION:** Would it be possible for a defined scope of work to be provided prior to the bid date? For instance, it would be very helpful to receive a written work scope of expected deliverables and/or an example of “typical” drawings before the bid due date.

**ANSWER:** No definitive type of work or deliverable is available

15) **QUESTION:** Can a Sub-Contractor be the Professional License?

**ANSWER:** Yes, provided the Primary Consultant remains the contact with the county and is the responsible party.

### **Section 3.9 has updated:**

#### **3.9 FORMAT OF RESPONSES:**

To be considered, Vendors must submit a complete response to the request for proposals. Proposals are to be submitted in 8½” x 11” size, typed or printed in ink and bound with a simple method of fastening. Lengthy narratives are discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The proposal should not exceed 50 pages in length, excluding appendices (if any). To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

##### **A. Letter of Interest**

A letter executed by a principal of the firm committing to the requirements specified in this request. Provide a brief summary of the firm’s experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for the project.

The Letter of Interest shall be limited to three (3) single-spaced typewritten pages. The purpose of the Letter of Interest is to provide a description of the Vendor’s ability to meet the requirements of the RFP.

##### **B. Business/Firm Profile**

Provide basic company information including name of the firm, street, mailing and emailing addresses; phone and fax numbers. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the submittal should primarily include information about the office that will perform the work. State if the firm has operated under a different name in the past ten (10) years.

State the full name, address, and telephone number of your organization and include the name, title, address, and telephone number of the primary contact who will be assigned to this contract. Indicate whether you operate as a sole proprietorship, individual, partnership, corporation or limited liability company and the State in which your firm is incorporated or licensed to operate.

A. State if your firm has operated under a different name within the past 10 years and provide the name that your firm previously operated under.

B. Provide complete details of any contract, during the last five (5) years, in which your firm has been fired.

**C. Experience with the design of similar projects:**

Describe three to four roughly equivalent projects that demonstrate the firm’s ability to perform and deliver the project at hand. For each project, the following information should be provided: project name, location, dates, physical description, brief description of project services provided, owner reference (provide telephone number and email address of references – it is the proposer’s responsibility to ensure that the listed contact and phone number is correct).

**D. Project Approach:**

Provide a detailed approach for achieving the project objectives.

**E. Project team (including sub-consultants):**

Provide detailed information about the project team. In terms of similar projects, summarize the qualifications, experience, education and background information, specific assignments and other significant information for each proposed member of the team. List the names and services to be performed by any sub-consultants.

**F. Proposed Schedule:**

Provide a detailed schedule.

**G. References:**

Provide the name, address, telephone number, email address and contact information of three references for which you have provided services similar to those described in this request (it is the proposer’s responsibility to ensure that the listed contact and phone number is correct). Provide the project name, and services provided for each reference. Do not duplicate references under experience (item C) above.

**H. Appendices**

Include any additional information you deem essential to a proper evaluation of your proposal not included in the preceding section. These Appendices should be relevant and brief.

Each proposal must be submitted in one (1) original and one (1) copy bound to:

Effingham County Purchasing Department  
Alison Bruton, Purchasing Tech.  
601 N Laurel Street  
Springfield, GA 31329

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Addendum No.1  
RFP 21-002 – On Call CADD Support Services

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All other terms and conditions in RFP 21-002 – On Call CADD Support Services remain unchanged.

Effingham County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the offer based upon the most responsive, responsible submission.

Please sign receipt of this Addendum No. 1 below:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**END OF ADDENDUM NO. 1**