

**SUPPLEMENTAL INFORMATION
ADDENDUM NO. 2**

PROJECT: RFQ No. 21-007
IDC for Engineering and Architectural Services

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DATE ISSUED: March 4, 2021

RFQ No. 21-007 – IDC for Engineering and Architectural Services dated February 4, 2021 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:** Is it allowed to submit an application to Effingham County to only provide
 - a. Civil/Site Design/Surveying
 - b. Utilities Infrastructure
 - c. Transportation
 - d. Stormwater Design & Stormwater Management and
 - e. Park design**ANSWER:** The Proposer may select one, two, etc. or all of the bulleted services being requested in Section 3.1. Consideration will be given to each proposal equally for the services offered.

- 2) **QUESTION:** The RFQ says: "Describe 3 to 4 roughly equivalent projects involving IDC that demonstrate the firm's ability to perform..." Does it mean 3 - 4 projects total, or 3 - 4 projects per each of 12 services categories listed under Paragraph 3.1 (page 12)?
ANSWER: 3-4 projects for each of the 12 services categories to demonstrate expertise in that service area.

- 3) **QUESTION:** Page 12, Section III states that under this contract “the services could consist of...” and then lists out all of the services included in this RFQ. Is it Effingham County’s intent to have one consultant select from that list the service(s) that they are submitting a proposal to perform or should each consultant form a team of subconsultants that can perform all of the services on the list?
ANSWER: See Question 1. The Proposer has the option and flexibility to propose on all services as a team with subconsultant, propose to perform some or all of the services in-house, propose only on one or more of the services (w/ or w/o a subconsultant), or any combination thereof.

- 4) **QUESTION:** With existing constraints due to COVID-19, it is difficult to obtain original signatures and notarization. The state of Georgia has authorized use of digital notarization. Would the County consider accepting signed copies of the required subconsultant forms?
ANSWER: Electronic copies of all forms signed by the project lead are required in the proposal. Selected firm(s) will be required to submit original notarized documents if selected, prior to contract award.

- 5) **QUESTION:** With existing constraints due to COVID-19, it is difficult to obtain original signatures and notarization. The state of Georgia has authorized use of digital notarization. Would the County consider accepting digitally authorized signatures and notaries on forms for the proposal's required forms?
ANSWER: Digitally notarized forms will be accepted, but you must include a letter in your submittal stating the reason for the digital notarization.
- 6) **QUESTION:** Given recommendations to minimize human contact due to COVID-19, would the County consider accepting electronic submissions instead of physical copies to reduce risk to the team required to print the proposal, delivery professionals, and County staff?
ANSWER: We will not accept electronic submissions.
- 7) **QUESTION:** We understand the proposal is to be limited to 40 pages in length. Does this pertain to single- or double-sided submittals?
ANSWER: See updated Section 3.9 below. A print page of content, either single or double sided, is considered a page within the 40-page limit. For example, 20 pages double sided is 40 pages, 40 pages single sided is 40 pages.
- 8) **QUESTION:** We understand the proposal is to be limited to 40 pages in length. Do the required forms and affidavits count toward the page limit?
ANSWER: See updated Section 3.9 below – the required forms and affidavits do not count toward the page limit.
- 9) **QUESTION:** We understand the proposal is to be limited to 40 pages in length. Do covers and tabs count toward the page limit?
ANSWER: See updated Section 3.9 below – covers and tabs do not count toward the page limit.
- 10) **QUESTION:** Does the County anticipate making multiple contract awards based on specific services or disciplines?
ANSWER: Yes. It is the intent to select a minimum of 2 proposers for each of the services bulleted in Section 3.1. Upon receiving all proposals, it will be determined how many awards are made so that all services are procured with redundancy.
- 11) **QUESTION:** Is it acceptable for a consultant to submit qualifications for only a portion of the disciplines listed on Page 17 of the RFQ?
ANSWER: Yes. See Question 1 and 3 above.
- 12) **QUESTION:** Do you need the workload and schedule for each sub-consultant?
ANSWER: Yes, some understanding of the capacity of each team member is critical in determining availability for services under this contract.
- 13) **QUESTION:** Do you need each sub-consultant to fill out Attachment A?
ANSWER: The County needs one unit price sheet for each proposal. Each service, discipline, and job classification (Eng. 1, Senior Eng., Principal, etc.) shall be represented on the unit price sheet. The County will contract with the lead firm on teams consisting of subconsultants, so prices for subconsulted services must be reflective of the rates to be charged by the prime / lead firm.
- 14) **QUESTION:** Will the County please provide the required personnel categories to be included in the consultant's hourly rate schedule?
ANSWER: Given that each service bulleted in Section 3.1 requires different levels of personnel abilities, it is not practical to list all categories on a standard form. The Proposer must list all categories in which

they would intend to bill for. For example, one firm may choose to utilize a principal engineer for all work while another might utilize a junior level position. Knowing what rates are available will allow the County staff to select firms to award contracts.

- 15) **QUESTION:** There are a wide range of A/E services and disciplines listed under Section 3.1 on page 12. Are proposers expected to have each of these capabilities in-house or listed as consultants, or will Effingham County be selecting multiple firms to fulfill services from respective areas as needed?
ANSWER: See Questions 1, 3, and 11 above.
- 16) **QUESTION:** You state in the RFP to bind this in a manner that would allow for easy duplication. Would you like the proposal in a 3-ring binder?
ANSWER: A 3-ring binder will suffice. Binder clips or folders will also suffice. The County needs to be able to scan the document.
- 17) **QUESTION:** Are the required forms part of the appendices?
ANSWER: Yes
- 18) **QUESTION:** The page count is said to be 40 pages MAX. Does this mean we can do 40 pages double sided (technically 80 on total)?
ANSWER: See question 7.
- 19) **QUESTION:** Does the County have any specific projects that you plan to use the IDC contract to complete? If so, can you provide a list of planned projects for review?
ANSWER: The types and number of projects are not defined at this time. It is our intent to use this contract for needed design for our 2021 TSPLOST projects and Master Planning projects yet to be defined.
- 20) **QUESTION:** Is there an opportunity for renewal of the contract after the first year, or is the contract only for a single one-year term?
ANSWER: The County has the option to renew the contract for up to 3 years.
- 21) **QUESTION:** Is there a monetary cap on the value of the contract for the first year?
ANSWER: No minimum or maximum award per year has been defined.

Section 3.9 UPDATE:

To be considered, Vendors must submit a complete response to the request for qualifications. Submittals are to be submitted in 8½” x 11” size, typed or printed in ink and bound with a simple method of fastening to allow the County to reproduce the documents (not stapled). Lengthy narratives are discouraged; presentations should be brief and concise and not include **extraneous or unnecessarily elaborate** promotional material. The submittal should have a maximum number of 35 pages for Letter of Interest, Business / Firm Profile, Project Approach, Project Team, Workload / Schedule, and References – excluding Appendices and tabs. For response to “Experience with design of similar projects”, an additional 5 pages maximum will be allowed for each of the Services, bulleted in Section 3.1, being offered. For example, if the firm intends to submit on three (3) of the services, the total number of pages allowed would be 50, excluding Appendices and tabs.

Addendum No.2
RFQ No. 21-007 – IDC for Engineering and Architectural Services

All other terms and conditions in RFQ No. 21-007 – IDC for Engineering and Architectural 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. 2 below:

Print Name

Signature

Date

END OF ADDENDUM NO. 2