

## **Jackson County Board of Commissioners**

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Date: August 23, 2023

To: Engineerng Firms

From: Kenneth Morris, Purchasing Manager

## **RE:** Addendum 1 to Jackson County RFP 230011, On-Call Professional Engineering & Consulting Services, Jackson County

- 1. Addendum 1 is hereby issued to provide responses to interested engineering firms responses to the below questions submitted by August 18<sup>th</sup>.
  - a. Question: In the RFQ, there appears to be evaluation criteria in Section 6 required for the submittal that is not referenced in the Section 3 format of the submittals. For example, everything listed under 2. Suitability Capability/Resources in Section 6 is not mentioned in the Section 3 requirements.
    - i. <u>Response:</u> Please address questions and requests as listed under SECTION 6: GENERAL EVALUATION PROCESS AND CRITERIA (pages 7-9) as part of your Company Profile, Overview, Experience, etc sections as described in SECTION 3: PROPOSAL CONTENT AND FORMAT where responses may best suit the questions asked.
  - b. **Question:** What is the page limit? It says "Responses should be kept to a maximum of twenty (30) pages not including required forms or certifications."-is it 20 or 30 pages?
    - i. <u>Response</u>: Correction made to SECTION 4: SUBMISSION OF RESPONSE - Responses shall be as succinct as possible while completely providing all requested information. Responses should be kept to a maximum of thirty (30) pages not including required forms or certifications.
  - c. **Question:** When you say describe experience within each area do you mean the headers (Transportation Design, Civil Engineering and Other) or do you mean for us to address each bullet and write an approach with our experience for each area listed under Section 2?
    - i. In Reference to: "Each Response to this RFQ shall address the elements described in the Scope of Services (Section 2) and Contents of Response-including questions/other requirements (Section 3).
    - ii. The Proposer shall describe its approach and experience in each area."
    - iii. Question: does this mean each bullet point? A full approach?

- iv. <u>Response</u>: Please list out all related specifc experience as it is listed out under SECTION 2: SCOPE OF SERVICES.
- d. **Question:** What do you mean by Senior Management Profiles? Do you want our section heads for each service or the president of the company?
  - i. <u>Response</u>: Provide profiles/resumes of key members of your senior management team. This may include department heads depending on your organizational structure. We are looking for specific relevant expereicne to each area.
- e. **Question:** Feasibility Study- can you please clarify what you mean by this? Is there any other specifics that you could provide for this particular category?
  - i. <u>Response</u>: Firm should be able to compile through assessments of a project's viability that will inform County leadership and stakeholders.
- f. **Question:** Can we put electronic links in the PDF submittal since we are limited to however many pages?
  - i. <u>Response:</u> All requested documentation in the RFQ should be included in the submission package. If there is supporting documentation not specifically listed in the RFQ, electronic links may be accepted.
- g. Question: Does ROW Acquisition include ROW Evaluation services as well?
  i. <u>Response:</u> Yes
- h. **Question:** Pg 3-4 says you can hire more qualified firms- how many firms will you hire? If you hire multiple firms, in every job you do, do we have to compete? Will there be an RFP for each project?
  - i. <u>Response:</u> Response will be based on the submissions received and recommendation made to the Jackson County Board of Commissioners.
- i. **Question:** When you say 5 photographs- does that mean only 5 photographs are to be included in the entire proposal? Please clarify.
  - i. <u>Response:</u> Firms should not submit more than 5 photographs or examples with their submission.
- 2. All other terms and conditions in RFQ 230011 remain unchanged.
- 3. Any inquiries concerning Addendum 1 should be made to Kenneth Morris, Purchasing Manager, (706) 367-6309 or via email at <u>kmorris@jacksoncountygov.com</u>
- 4. Jackson 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.
- 5. Bidders must acknowledge receipt of addenda, by either signing and attaching this copy, or by writing "Acknowledge Addenda #1" at bottom of Bid Schedule.