

February 14, 2024

**Subject: RFQ #2370-Q Transportation Planning & Engineering - Safety Action Plan
Addendum #3**

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced **RFQ**. You will need to consider this information when preparing your Statement of Qualifications (SOQ).

1. **Due to the potential federal funding for this project, can you confirm there is no DBE goal required?** Correct, there is no DBE goal required.
2. **Page 17 – B. Experience and Qualifications, #1 (Project Manager) shows three (3) pages maximum, while page 32 – Attachment 1 (Submittal Formats for Engineering Projects) show two (2) pages: Please confirm the number of pages allowed for the Project Manager resume.**
Apologies on the confusion and thank you for catching this mistake; the Project Manager information is limited to three (3) pages maximum. Please see updated checklist attached to this Addendum.
3. **Page 17 – B. Experience and Qualifications, #2 (Key Team Leaders) shows two (2) pages maximum, while page 32 – Attachment 1 (Submittal Formats for Engineering Projects) show one (1) page: Please confirm the number of pages allowed for EACH Key Team Leader resume.**
Key Team Leader(s) information is limited to two (2) pages maximum for each Key Team Leader. Please see updated checklist attached to this Addendum.
4. **Page 18 – B. Experience and Qualifications, #3 (Prime Experience) shows three (3) pages maximum, while page 32 – Attachment 1 (Submittal Formats for Engineering Projects) show two (2) pages. Please confirm the number of pages allowed for the Prime’s Experience section.**
Prime Experience information is limited to three (3) pages maximum. Please see updated checklist attached to this Addendum.
5. **Please confirm that we need to include forms: Certification Suspension & Debarment (page 34); Anti-Lobbying Certification (page 35); Checklist of Required Documents (page 11); and Company Information (page 12).**
 - a. **Please confirm that all these forms are excluded from the page counts.**
Yes, these forms are excluded from the page counts. Please see updated checklist attached to this Addendum.
 - b. **Can we include these under A. Administrative Requirements section?**
Yes, these forms can be included under A. Administrative Requirements. Please see updated checklist attached to this Addendum.
6. **Please clarify if the Project Management KTL under the Key Team Leader listed in addendum 2 is different from the Project Manager listed on Page 17 – B. Experience and Qualifications, #1 (Project Manager).**
The Project Management in addendum 2 is the same as the Project Manager listed on Page 17 – B. Experience and Qualifications, #1 (Project Manager).

7. Please confirm the number of printed copies we need to submit.

Mail or deliver one (1) original, unbound proposal, signed in ink by a company official authorized to make a legal and binding offer and six (6) bound copies to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

RFQ Number: 2370-Q

RFQ Name: Transportation Planning & Engineering – Safety Action Plan

8. On Page 11 of the RFQ, the Checklist of Required Documents form states, "Be sure to return this checklist and the required documents in the order listed below," but the order of documents listed on the checklist conflicts with the order of information specified in Section VI. Instructions for Content and Preparation of Statements of Qualifications - Phase I Response on Page 16. Is it acceptable to follow the layout described in Section VI. Instructions for Content and Preparation of Statements of Qualifications - Phase I Response and then include all County forms in an appendix?

We apologize on the inconsistency of the checklists. We have updated and attached the Checklist of Required Documents to this Addendum. Please follow the layout of the updated checklist.

9. Please confirm if the forms on Pages 34 and 35 of the RFQ need to be executed and returned with our Phase I SOQ. If yes, should we include these in an appendix?

Forms on page 34 and page 35 need to be submitted as shown in the updated and attached checklist of this Addendum.

10. Can we include an introductory letter with our proposal?

Yes, an introductory/cover letter can be included in the proposal. This is optional and this is also reflected in the updated and attached checklist to this Addendum.

11. On page 1 it is stated that "SOQs must be signed to be considered". May we include a short cover letter to accommodate this requirement?

Yes, a short introductory/cover letter can be included in the proposal. This is optional and this is also reflected in the updated and attached checklist to this Addendum.

12. The Checklist of Required Documents is confusing regarding returning "the checklist and the required documents in the order listed". If one assumes the proposal document is to be made up of sections A -Administrative Requirements, B – Experience and Qualifications, and C – Resources/Workload Capacity, the Checklist is problematic in the following ways:

a. GDOT Notice of Professional Consultant Qualifications are part of section B of the proposal document.

Our apologies on the inconsistency of the checklists and thank you for catching this mistake. GDOT Notice of Professional Consultant Qualifications are part of section B of the proposal document as shown in the updated and attached checklist to this addendum.

b. What comprises "Area Class Requirements and Certification"? Is that not the same as a. above? If not, please clarify.

Area Class Requirements and Certification is the same as GDOT Notice of Professional Consultant Qualifications and this is reflected in the updated and attached checklist to this addendum.

c. The GA Security and Immigration Compliance Act Affidavit (Exhibit III) is part of section A.

The GA Security and Immigration Compliance Act Affidavit (Exhibit III) is part of section A as shown in the updated attached checklist to this addendum.

d. The Certification Form (Exhibit II) is not listed on the checklist, and but is also part of section A.

The Notarized Certification Form (Exhibit II) is part of section A as shown in the updated attached checklist to this addendum.

- e. **The Suspension and Debarment Certification and the Anti-Lobbying Certification forms are not included on the checklist at all. Further, the RFQ doesn't specify where these forms are to be placed. Would an appendix suffice, or should they be included in section A with Exhibits II and III?**

The Certification Suspension and Debarment Form and the Anti-Lobbying Certification Form are part of section A as shown in the updated attached checklist to this addendum.

- 13. Please confirm that the page limits stated on pages 17 and 18 for the Project Manager resume (3 pages), Key Team Leaders resumes (2 pages each), and Prime Experience (3 pages) are correct and that the page numbers stated in Attachment 1 are not.**

Our apologies on the confusion, the Project Manager information is limited to three (3) pages maximum, the Key Team Leader(s) information is limited to two (2) pages maximum for each Key Team Leader, and the Prime Experience information is limited to three (3) pages maximum. Please see updated checklist attached to this Addendum.

- 14. Will dividers or tabs separating sections A, B and C be allowed?**

Yes, dividers or tabs separating sections A, B, and C are allowed.

Received by (Name): _____ Company _____

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still be responsible for the requirements of this addendum and the specifications or changes herein.

The RFQ opening time and date are 3:00pm on Thursday, February 29, 2024. SOQs must be received by the Purchasing Department at the address above, Suite 204, at or before the opening date and time.

The deadline for inquiries has passed, so the Purchasing Department will not be able to accept any additional questions after this time.

If you have questions, please contact Sherry White, Contract Administrator at (770) 305-5314, fax (770) 719-5544 or email at swhite@fayettecountyga.gov.

Sincerely,



Ted L. Burgess
Chief Procurement Officer

Checklist of Required Documents

This Checklist and the Required Documents in the order listed below

RFQ #2370-Q Transportation Planning & Engineering - Safety Action Plan

Document	Provided (Y/N)	Page Limit
Cover Page	_____	1 Page
Cover Letter/Introductory Letter (Optional)	_____	1 Page (if provided)
A. ADMINISTRATIVE REQUIREMENTS		
Checklist of Required Documents	_____	Excluded
Company Information - on the form provided	_____	Excluded
Notarized Certification Form (Exhibit II) for Prime	_____	1 Page
Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III)	_____	1 Page
Signed Cover Page of any Addenda issued plus added paperwork, as applicable	_____	Excluded
Certification Suspension and Debarment	_____	Excluded
Anti-Lobbying Certification	_____	Excluded
GA Security and Immigration Compliance Act Affidavit	_____	Excluded
B. EXPERIENCE AND QUALIFICATIONS		
Project Manager Experience and Qualifications	_____	3 Pages
a. Education		
b. Registration		
c. Relevant engineering experience		
d. Relevant project management experience		
e. Relevant experience using GDOT specific processes		

Key Team Leader(s) (8 max) Experience and Qualifications	_____	2 Pages (per KTL)
a. Education		
b. Registration		
c. Relevant experience in applicable resource area		
d. Relevant experience using GDOT specific processes		

Prime's Experience	_____	3 Pages
a. Client name, project location, and dates		
b. Description of overall project and services performed		
c. Duration of project services provided		
d. Experience using GDOT specific processes, etc.		
e. Clients current contact information		
f. Involvement of Key Team Leaders		

GDOT Notice of Professional Consultant Qualifications/Area Class Requirements and Certification	_____	Excluded
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C. RESOURCES/WORKLOAD CAPACITY

Project Manager, Key Team Leader(s) and Prime' s Workload Capacity	_____	1 Page plus Org. Chart
a. Organizational chart		
b. Primary office to handle project and staff description of office and benefits of office		
c. Narrative on Additional Resource Areas and Ability		

Project Manager and Key Team Leader(s) Commitment Tables	_____	Excluded
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COMPANY NAME: _____