



April 08, 2021

ADDENDUM #2
RP012-21, Provision of Transit Demand Professional Services on an Annual Contract

Clarifications:

C1. Please see the attached, additional Federal Requirements that should be inserted after page 52 of the original invitation.

Questions/answers provided on pages below.

This addendum should be signed in the space provided below and returned with your proposal. Failure to do so may result in your bid being deemed non-responsive.

Company Name_____

Authorized Representative_____

Thank you,
Lindsey Gravitt
Purchasing Associate II

Questions:

- Q1. Due to COVID, our staff works remotely making it harder to coordinate ink signatures. Will the County consider allowing the use of e-signatures for forms?**
- A1. Original signatures are ideal. However, docusign will be accepted. If unable to provide original signatures or docusign where applicable, please submit a letter on company letterhead explaining why you are not able to sign and/or notarize the applicable documents,
- Q2. Are we allowed to use 11x17 sheets for the organizational chart?**
- A2. Yes.
- Q3. The RFP states that responses to questions will be distributed to all Consultants on record as having received a copy of the RFP. How can we verify that we are on record to ensure that we receive the addenda?**
- A3. In the pre-proposal conference, vendors were asked to reach out to the buyer, Lindsey Gravitt, to confirm they attended the Webex. These vendors were added to the distribution list. The list was distributed in addendum 1. Addenda will also be posted online at www.gwinnettcounty.com.
- Q4. The RFP states that we are to provide three references, but also instructs us to include project references for subconsultants. Are we allowed to only submit three or are three references required for EACH firm (prime and subs)?**
- A4. Prime consultants should submit references, as outlined in the invitation, Section 2, F6. Subconsultants information should be submitted as outlined in per the invitation, Section 1., B.
- Q5. Could you please clarify a discrepancy between the Category list on page 3:**
Transit Planning Services (Scope of Services, Category A).
Architectural & Engineering Services for Transit Development Projects (Scope of Services, Category B).
Public Outreach Assistance, Marketing, and Planning (Scope of Services, Category C).
Safety and Security Planning, Audit, and Implementation (Scope of Services, Category D).
Fleet Audit and Maintenance Support Services (Scope of Services, Category E).
And the category list included in the Description of Services beginning on page 10:
Category A - Transit Planning Services
Category B - Architectural & Engineering Services for Transit Development Projects
Category C - Public Outreach Assistance, Marketing, and Planning
Category D - Safety and Security Planning, Audit, and Implementation
Category E - Fleet Audit and Maintenance Support Services
Category F - Administrative Services
Category G - Grants Management/General Support
- A5. The correct category list is below. Please use:
Category A - Transit Planning Services
Category B - Architectural & Engineering Services for Transit Development Projects
Category C - Public Outreach Assistance, Marketing, and Planning
Category D - Safety and Security Planning, Audit, and Implementation
Category E - Fleet Audit and Maintenance Support Services
Category F - Administrative Services
Category G - Grants Management/General Support

- Q6. Are subconsultants (or just prime consultants) required to complete the following forms:**
Firm Information (page 13)
Code of Ethics Affidavit (page 14)
Contractor Affidavit and Agreement (page 15)
FTA Clauses (pages 52-66)
- A6. Prime consultants will need to fill out all forms above. Subconsultants should submit the attached *Subcontractor Affidavit & Agreement* form and the FTA Clauses in the invitation, *not* the Firm Information page or the Code of Ethics Affidavit.
- Q7. Given Gwinnett County's rich diversity, growing population, and leadership's commitment to inclusive engagement, are there any segments of the community in which GCDOT would like to enhance outreach?**
- A7. Enhanced outreach will depend on the project and the area of impact. The expectation is that enhanced outreach will be completed in a way that is meaningful for each individual project based on each individual task order. A one size fits all approach would not be appropriate.
- Q8. In addition to GCDOT's robust engagement efforts, the Transit Review Committee recommended developing a transit communication plan. Please advise if GCDOT has begun this process or if they envision this effort as a deliverable under the demand services task order - Category C.**
- A8. It has not begun. However, it may be a future task order.
- Q9. On pages 7 and 8 Under #1 Firm Identification – Could you please specify what you would like included under corporate data?**
F. Explanation of Proposal Evaluation Criteria
1. Firm Identification Give the full legal name of the firm, the firm's principal business office, and its satellite offices, if any, and indicate the location(s) from which these Demand Service professional services would be staged. Give information on the firm's history, business activities, size, employees, officers, affiliates, subsidiaries, ownership, and corporate data, as applicable to the provision of that service.
- A9. Any additional data that you think would be applicable to the provision of the requested services.
- Q10. Are we required to include subconsultant project experience? If so, do those count towards the five page max set forth in the RFP?**
- A10. Yes, subconsultant project experience should be included per Section 1, B.
 For this section, there was not a maximum of pages referenced but a maximum of five (5) specific projects, per section 2, F2.
- Q11. Regarding Category C of the RFP, will the same panel be assembled to review the proposals that may only be responsive to one section of the RFP? Are there budget ranges for the outlined categories? Is there a maximum number of pages for submissions?**
- A11. Each category has a review team and some team members are assigned multiple categories. There is approved funding for the services provided under this contract. Gwinnett County expects each firm to submit competitive pricing. There is no page maximum.
- Q12. Should we include the "Certification of Non-Collusion" form with the fee schedule or with the other required forms?**
- A12. Include the certificate of non-collusion and the other required forms with your technical proposal.
- Q13. During the pre-proposal meeting, an electronic copy of the proposal on a thumb drive was requested, but it is not asked for in the RFP. Is an electronic copy of the proposal required?**

- A13. Yes, an electronic copy will need to be submitted on a flash drive. All copies submitted must be identical.
- Q14. Do you want an electronic copy of all documents, including the fee schedule documents? If yes, should the fee schedule documents be submitted on a separate thumb drive?**
- A14. Yes, include the fee schedule on a separate thumb drive. The fee schedule and the electronic copy should be in a separate sealed envelope and not submitted in your technical proposal.
- Q16. Are Federal Certifications – “Certification and Restrictions on Lobbying Form” and “Government-Wide Debarment and Suspension (Nonprocurement)” to be included as part of the proposal or submitted upon award?**
- A16. It should be included as part of the technical proposal submission.
- Q17. Does DBE participation include small-owned, women-owned, or other minority-owned firms?**
- A17. Any DBE certified by either GDOT or MARTA would meet this specification.
- Q19. Is there a page limit for proposals?**
- A19. No.
- Q20. Does the County require seven copies and one original for each category a firm is proposing on?**
- A20. Yes.
- Q21. On page 10 of the RFP, the County references the use of a “full time encumbered”—please expand on the type of staff or firm this would include?**
- A21. The staff would depend on the need of the county at time. It is unknown the scale and scope at this time.
- Q22. Is the Fee Schedule for Supplemental Staff meant for full time encumbered staff only?**
- A22. It is for both.
- Q26. Can you please confirm when the last FTA Compliant Fleet Management Plan was completed? Can you provide a copy of this to proponents?**
- A26. We have been using the contractor’s plan, provided in the last few years, however as part of this work we would like to create our own. So we do not have one to provide at this time.
- Q27. Can you please confirm when the last fleet replacement plan was completed? Can you provide a copy to proponents?**
- A27. Gwinnett County participates in the Atlanta Regional Commissioners Group Transit Asset Management Plan, completed in 2017.
- Q28. The Connect Gwinnett Plan Recommendation mentions a new O&M Facility in the Lawrenceville area. Can you provide a high-level overview of size, estimated bays, and fueling infrastructure?**
- A28. The Lawrenceville facility would only be necessary with a referendum type expansion. This work would not be required at this time, and we have not even identified the high level requirements at this time.
- Q29. What alternatively fueled options has the County explored?**

- A29. Currently none, but we are interested in exploring options.
- Q30. Please provide a list of all revenue vehicles noting make, model, in service year and current mileage.**
- A30. To access this, please follow the instructions below:
1. The external user will access through their browser (such as Microsoft Explorer) by entering: ftp://74.174.32.37
 2. The user will enter the information below to get access:
 - o Login: gwinnett
 - o Password: pub7368
 3. Click on folder that is listed as Purchasing.
 4. Click on the "RP012-21 ADD2" folder to retrieve attachments.
- Q31. Please provide the most recent contractor oversight fleet audit.**
- A31. To access this, please follow the instructions below:
1. The external user will access through their browser (such as Microsoft Explorer) by entering: ftp://74.174.32.37
 2. The user will enter the information below to get access:
 - o Login: gwinnett
 - o Password: pub7368
 3. Click on folder that is listed as Purchasing.
 4. Click on the "RP012-21 ADD2" folder to retrieve attachments.
- Q33. Page 8, section 2 of the RFP states "Firms may do a chart as a summary and/or full write-up on key relative projects. If full project write-ups are provided, provide not more than five (5) specific projects". Please confirm that we can submit five full project write-ups in addition to a summary chart with condensed project write-ups.**
- A33. Yes.
- Q34. Page 17 of the RFP is titled "Proposal Fee Schedule – Supplemental Staff". Is this page to be utilized for subconsultant fees?**
- A34. The county is looking for rates for both task order work and if the county needs to encumber consultant staff to fill the role of vacant or temporary positions in the Transit program of at least 90 days. This fulltime staff for 90+ days is what should be priced on the Supplemental Staff form. Prime firms should submit one rate for each and subconsultant rates should be part of that rate. It is up to the individual proposer on how they want to handle that approach.
- Q35. Please clarify the DBE percentage – 6.7% or 10%?**
- A35. The FTA DBE goal is 6.71%.
- Q36. On page 1 is listed several forms to be returned with our proposal. Not listed are the No-Bid and Non-Collusion forms. Are they to be included?**
- A36. The "no-bid" form will only need to be submitted if you are choosing not to submit a proposal. The Non-Collusion form will need to be submitted with your technical proposal.
- Q37. Must all pages of the FTA Clauses be submitted or may we return only the signature pages (Lobbying and Debarment)?**
- A37. All pages must be submitted.

Q39. Why are only Categories A through E listed on page 3 of the RFP?

A39. This is the complete list (beginning on page 10):

Category A - Transit Planning Services

Category B - Architectural & Engineering Services for Transit Development Projects

Category C - Public Outreach Assistance, Marketing, and Planning

Category D - Safety and Security Planning, Audit, and Implementation

Category E - Fleet Audit and Maintenance Support Services

Category F - Administrative Services

Category G - Grants Management/General Support

Q40. In the interest of environmental sustainability concerns, and potential exposure to Covid for in-person drop-offs (because of unreliable overnight delivery), would the County consider electronic submittals instead of hard copies?

A40. No.

Q41. If "no" to the above, would the County consider accepting an electronic copy of each submittal on the due date and shipment of hard copies for later delivery?

A41. No.

Q42. On page 8 regarding qualifications of key personnel, please clarify what the County means by "Break down capabilities by discipline (e.g., local number of employees per category)".

A42. For each category a firm is submitting a proposal for include information that will provide an understanding of the capability of the firm by category. However, we are striking out the second part of that sentence. **"Break down capabilities by discipline (e.g., local number of employees per category)".**

Q43. Does the County want subconsultant projects or Prime only?

A43. Prime consultants should submit references, as outlined in the invitation, Section 2, F6. Subconsultants information should be submitted as outlined in per the invitation, Section 1., B.

Q44. Should addenda be included with Required Forms or with the Fee Schedule package?

A44. Please submit the addenda with your technical proposal.

Q45. Should Hourly Rates be included in the Fee Schedule envelope?

A45. Yes.

Q46. The instructions in the Fee Schedule state, "Return all cost pages in the same separate envelope".

a. Are we to submit one copy of the 2-page Fee Schedule plus the Base Award and Options page which will represent rates for all Categories, or

b. Are we to submit the above for each separate category and submit them all in one envelope?

c. Why are 12 of the hourly rate categories on the first page of the Fee Schedule listed again on the Supplemental Staff page?

A46. a. It should be Fee Schedule for Task Orders and Fee Schedule for Supplemental staff on this one. There is no base award to give.

b. Yes for each category and yes for separate envelopes.

c. The county is looking for rates for both task order work and if the county needs to encumber consultant staff to fill the role of vacant or temporary positions in the Transit program of at least 90 days. This fulltime staff for 90+ days is what should be priced on the Supplemental Staff form. Prime firms should submit one rate for each and subconsultant rates should be part of that rate. It is up to the individual proposer on how they want to handle that approach.

Clarification 1:**Additional Federal Requirements:****Disputes, Breaches, Defaults, and Litigation**

(a) FTA Interest. FTA has a vested interest in the settlement of any violation of federal law, regulation, or requirement, or any disagreement involving the Award, the accompanying Underlying Agreement, and any Amendments thereto including, but not limited to, a default, breach, major dispute, or litigation, and FTA reserves the right to concur in any settlement or compromise.

(b) Notification to FTA; Flow Down Requirement. If a current or prospective legal matter that may affect the Federal Government emerges, the County must promptly notify the FTA Chief Counsel and FTA Regional Counsel for Region 4. The County is including the notification requirement into this Third-Party Agreement and requires each Third-Party Participant to include an equivalent provision in its sub-agreements at every tier, for any agreement that is a “covered transaction” according to 2 C.F.R. §§ 180.220 and 1200.220.

(1) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(2) Matters that may affect the Federal Government include, but are not limited to, the Federal Government’s interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government’s administration or enforcement of federal laws, regulations, and requirements.

(3) Additional Notice to U.S. DOT Inspector General. The Recipient must promptly notify the U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for Region 4, if the Recipient has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729 et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the Recipient and FTA, or an agreement involving a principal, officer, employee, agent, or Third-Party Participant of the Recipient. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Recipient. In this paragraph, “promptly” means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

(c) Federal Interest in Recovery. The Federal Government retains the right to a proportionate share of any proceeds recovered from any third party, based on the percentage of the federal share for the Underlying Agreement. Notwithstanding the preceding sentence, the Recipient may return all liquidated damages it receives to its Award Budget for its Underlying Agreement rather than return the federal share of those liquidated damages to the Federal Government, provided that the Recipient receives FTA’s prior written concurrence.

(d) Enforcement. The County will pursue its legal rights and remedies available under this Third-Party Agreement or any federal, state, or local law or regulation.