



June 21, 2021

**Consultant Demand Services on an Annual Contract  
Addendum #5  
RP015-21**

This Addendum is made part of the Proposal Documents of the above noted solicitation. Please make the following revisions to the above listed solicitation.

- **Tab D – Experience of Lead Consultant and Subconsultants**, page 24, 1<sup>st</sup> paragraph, insert after 2<sup>nd</sup> sentence:

*“At least 50 percent of the reference projects submitted must be from the Lead Consultant.”*

- **Tab D – Experience of Lead Consultant and Subconsultants**, page 24, 1<sup>st</sup> paragraph, last sentence, delete last sentence and replace with the following:

*“Reference projects can only be used in one service category proposal, with the exception of Category I – Specialized Support Services.”*

**Questions and Answers**

Q5-1: In Addendum #4, the A4-28 answer indicated that the org chart for Tab A and Tab E is to be provided twice. It was my understanding that the org chart for Tab A is to illustrate the firm’s overall organization chart, whereas the org chart for Tab E is only for the proposed Service Category. In cases of large firms, these would most likely be different, with the firmwide org chart being larger. Is this interpretation of the differences of the org charts in Tabs A and E correct?

A5-1: *Yes. A4-28 response for the same organization charts was for **Category I – Specialized Services only** as a single firm is only permitted to submit.*

Q5-2: Can GCDWR please clarify whether the term “project reference”, as described in the Tab D section of the RFP, is intended to mean the “scope of work” only, or also the “client contact person”? The RFP states “Project References can only be used in one service category proposal.” Would it be permissible to list the same client contact person for multiple project references (i.e., unique scopes of work) within the same category? Would it be permissible to list the same client contact person for multiple project references (i.e., unique scopes of work) across multiple service categories?

A5-2: *Reference project (also Project References) is defined on page 24, first paragraph, in the third sentence “Referenced projects shall reflect proponents understanding of existing GCDWR facilities and infrastructure and be comparable in terms of project size and complexity to GCDWR’s facilities.” Reference is defined in sixth bullet and shall be the client contact/person that can be contacted as a reference for the example project submitted. It is permissible to list the same client contact person for multiple different project references.*

Q5-3: Question about the RFQ: Is the firm's principle office the same thing as their headquarter office?

A5-3: *Not necessarily. For the purposes of the request for proposal, RP015-21, the principal business office indicated in Tab A, B, and C is the primary office where the Demand Services contract will be managed/performed.*

Q5-4: In an earlier addendum it mentioned that any contract exceptions/edits could be submitted for consideration. Can you please advise if that should be submitted with the technical proposal or with the fee schedule envelope?

A5-4: *Provide a statement in the technical proposal cover letter indicating if the consultant is taking exceptions to the contract. Each exception must be stated in detail and provided as an attachment to the cover letter along with the other cover letter attachments (Contractor Affidavit and Agreement, Code of Ethics and Firm Information).*

Q5-5: Text similar to the below paragraph is included in multiple categories (i.e., A, B, C, D, E). Is it the County's intent for proposers to include experience/qualifications for "miscellaneous environmental services" such as archaeology, dredging and fill permitting, wetland permitting. Of particular interest, is this paragraph below applicability to categories – A, B, C, D, E

*"The consultant shall provide services to assist GCDWR in complying with Federal, State and/or local environmental policies and environmental science issues. The consultant shall provide miscellaneous environmental services including, but not limited to, assisting GCDWR with permit compliance submittals to Federal, State and/or local regulatory agencies, project scope development, biological assessments including modeling, water quality impact evaluations, wetland determinations, threatened and endangered species assessments, cultural and archaeological assessments, land management, light and sound attenuation reports, air quality monitoring and reporting, dredge and fill permitting and disposal, NPDES permitting, stormwater pollution prevention plans, monitoring reports, mitigation design and mitigation construction management, stream buffer and trout stream issues."*

A5-5: *Yes, consultant/consultant team shall provide services to 'assist'.*

Q5-6: If you are a major sub on a team, are you permitted to submit on Category I as a prime?

A5-6: *Yes.*

Q5-7: The demand services category manager and principal-in-charge are key components for a successful contract. They can provide oversight and an experienced view for QA/QC purposes. Will the County reconsider adding these categories to the Fee Schedule?

A5-7: *No.*

Q5-8: Can you clarify the requirements for the organizational chart for the prime firm identified under Tab A? Should we submit a detailed chart of our entire firm or just the project team (prime firm only)? What level of detail is required?

A5-8: *Please see previous addenda for multiple responses to this question.*

Q5-9: Can we submit projects from our minor subconsultants for Tab D?

A5-9: *No, only projects from the Lead and Major Subconsultant are allowed. See A4-9 and addendum item at beginning of this document.*

Q5-10: Is it acceptable to have the Principal in Charge, the Client Services Manager, and Demand Services Category Manager also be listed as a Subject Matter Expert for Category I submittals?

*A5-10: Yes, provided the resumes support the description in Attachment 2 – Job Summaries for Relevant Labor Categories.*

Q5-11: Since we are a small firm, would it be acceptable to have either the Client Services Manager, Demand Services Category Manager, or both of these persons also listed as other project roles, such as a Project Manager, in our Category I submittal?

*A5-12: See A5-10.*

Q5-12: Given that Services Category I contains many different types of services that can vary largely in scope and size, it is difficult to provide a cost proposal for all of these services. Is there a particular format or service that the County would like for the proposer proposing on Category I to use in its cost proposal for these services?

*A5-12: No cost proposal is requested, only fee schedule with hourly billing rates by labor category (Attachment 1).*

Q5-13: May we use font sizes smaller than 12pt for headers, footers, charts, graphics, and other elements apart from the main body text of the proposal as long as the text is legible?

*A5-13: See A1-5, A3-3*

Q5-14: Does all of the text in our proposal need to be Arial or just the main body font of the proposal?

*A5-14: See A1-5, A3-3.*

Q5-15: I realize employee and company experience needs to be listed separately but wanted to inquire if our lack of experience working with GCDWR as a company will count heavily against us or will you be taking into consideration our years of water experience outside of the Gwinnett area?

*A5-15: See VI. **PROPOSAL EVALUATION CRITERIA** on page 27.*

Q5-16: If a firm is a major Subconsultant on a team for one of the Categories (other than Category I), and the firm is also pursuing Category I as a Prime, can the same reference project be used by both teams? Similarly if the firm is a minor Subconsultant for another Category and pursuing Category I as a Prime, are both teams able to use the same reference project reference?

*A5-16: Category I proposals are limited to a single firm with no subconsultants. Project experience/reference projects are limited to Lead and/or Major Subconsultant, with the Lead Firm providing at least 50 percent of the reference projects. No project references from Minor Subconsultants are allowed in Categories A through H. If a firm is a minor subconsultant under a different category and is also pursuing Category I as a prime, provide project experience/reference projects. See addendum item at beginning of this document.*

Q5-17: Please clarify further on the response to A1-7. Does this mean that on-call projects from the current Gwinnett County DWR On-Demand Services Contract, are not qualified to be accepted as project references?

*A5-17: See Page 24, first paragraph. It is the consultant's responsibility to select the projects relevant to the service category on which they are proposing. Project references demonstrating ability to manage programmatic maintenance rehabilitation through the use of annual contracts to complete urgent or emergency rehabilitation projects may be acceptable for Category F – Programmatic Rehabilitation Management Services.*

Q5-18: If there are multiple task orders under an annual services on-call contract to be used as a project reference, can those individual task orders either be grouped into one project sheet or counted as an individual project sheet?

*A5-18: See A1-7 and A5-17. If the consultant wishes to submit on 'multiple task orders under an annual services on-call contract' as their project reference, the selection of the project and format is at their discretion and risk.*

Q5-19: For Category I is there a specific location and format to note which areas/subcategories of focus (from the list of bulleted sub-categories DWR provided) a proposing team is pursuing? Does the proposing firm need to outline the categories chosen anywhere other than the project sheet section?

*A5-19: Indicate the specialty service on the project references submitted.*

This addendum should be acknowledged on page 43 of the bid document.



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