



Date

**Consultant Demand Services on an Annual Contract
Addendum #1
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.

- **IV. PROPOSALS** add the following after the 2nd paragraph:
Respondents are encouraged to submit clear and concise responses, and excessive length or extraneous information is discouraged. In an effort to ensure our ability to evaluate and choose a successful service provider for this project, respondents are encouraged to be responsive to the specific range of issues requested in this solicitation. Submission of excessive "boiler plate" information, including sales brochures, is discouraged. Proposers should not submit website links in lieu of written responses. Website links and any information contained within may not be reviewed or considered by Gwinnett County.

Questions and Answers

Q1-1: Item I.D. Please confirm that a thumb drive PDF copy of the Proposal Fee Schedule is not required.

A1-1: A thumb drive PDF copy is not required of the Proposal Fee Schedule.

Q1-2: Item IV. Tab A. For the additional page to present an organizational chart, is it acceptable to provide PE designation where applicable along with a footnote as to whether the individual has a Georgia PE or is just registered in other states (many of our staff have PEs in numerous states)? Further, is it acceptable for Role of the individual for the Service category to satisfy the requirement to list "Field of Practice" for this org chart? Can any additional certifications just be included in the table in Tab E as well as the individual resumes instead of on this organizational chart?

A1-2: *Item IV. Tab A. Professional registrations are not limited to PE only. Providing a footnote to indicate professional registrations on the organizational chart is acceptable.*

Item IV. Tab A. Organizational chart. The role of the individual must clearly indicate the field of practice.

Item IV. Tab A is for the "Lead Consultant" while Item IV. Tab E is the "overall delivery team". Provide professional registrations as described in Item IV. Tab A.

Q1-3: Item IV, Tabs A, B, and E all mention providing an organizational chart. Can you please clarify any differences between the tabs in regard to the organization chart or should the same chart be provided three times (two times if Tab B, Major Subs, is not used)?

A1-3: *Tab A organization chart is for the Lead firm's overall organization only.
Tab B organization chart is for the Major Subconsultant's organization only. If there is/are no Major Subconsultant(s), please indicate as such for Tab B.
Tab E organization chart is for the overall Demand Services team (includes all firms).*

Q1-4: Item IV, Tab D states Project References can only be used in one service category proposal. Our interpretation of this is that if you submit on more than one category, the same project cannot be used in both submittals even if the project scope has applicable items related to both categories. Is that correct?

A1-4: *Correct.*

Q1-5: Is it possible to use 10 pt font in tables and graphics?

A1-5: *Smaller text is acceptable; however, it is recommended to use a font in the tables and graphics that can be easily read.*

Q1-6: Can one person be the Principal-In-Charge and the Client Services Manager as long as they are an officer of the firm and the person with the authority to commit any necessary resources?

A1-6: *Yes. The respondent must clearly identify that these roles will be filled by the same person provided that the person being proposed for multiple roles is qualified to meet the criteria for each role as described in Item IV. Tab E.*

Q1-7: Tab D - Experience of Lead Consultant and Subconsultants states *"The Consultant needs to demonstrate relevant service category project experience and familiarity with existing GCDWR facilities through providing reference project information sheets on completed projects within the past 10 years. Consultants will provide a minimum of four and a maximum of six reference projects in each category firm is submitting a proposal. Referenced projects shall reflect proponents current understanding of existing GCDWR facilities and infrastructure and be comparable in terms of project size and complexity to GCDWR's facilities. Projects currently under design that are over 90 percent complete may be referenced. **Project References can only be used in one service category proposal.**"*

Question: Does the bold part above mean that if we use an On-Call project in Category A, we can't use that project in Category B with different TOs for each? Or does it mean the references can't be the same?

A1-7: *On call projects delivered under the various Demand Services Categories do not require or demonstrate an equivalent level of experience or project specific accountability to qualify as "Project Reference"*

Q1-8: Tab E – Key Staff Qualification, Experience, and Location states *"The proposed organization chart should include the Principal-In-Charge, Client Services Manager, Demand Services Category Manager, Project Managers, Subject Matter Experts (Subject Matter Experts shall be approved by the Department Director under each specific Work Authorization agreement as required), QA/QC Managers, and Lead Design Engineers for each discipline."*

Question: Are all SMEs and Lead Design Engineers considered Key Staff? If so, may we use 11x17 pages for the separate table to show all key members of the project team?

A1-8: Identification of key staff is the responsibility of the consultant. The page limit and criteria established in Tab E remains unchanged.

Q1-9: Tab G – Resumes of Individuals states “Provide resumes of the Principal-in-Charge, Client Services Manager, Demand Services Category Manager, Project Managers, Subject Matter Experts and other key personnel (including Subconsultants), which describe their qualifications and experience. Resumes should be relevant to the Service Category in which submitting.”

Question: The list above leaves out Lead Design Engineers. Do you want resumes for the lead design engineers and QA/QC managers too?

A1-9: The identification of ‘other key personnel’ is the responsibility of the consultant.

Q1-10: Item IV, Tab D. For **Category I**, does GCDWR only want a total of 4 to 6 reference projects regardless of the number of specialized technical services we are proposing on (nearly 50 potential services are listed).

A1-10: Yes.

Q1-11: Item IV, Tab D. For all categories, does GCDWR only desire the project reference sheets be included (i.e., no introductory page to the section that would summarize the consultant’s overall experience with the particular category)?

A1-11: No introductory page for Item IV, Tab. D. Experience would be demonstrated in Item IV, Tab E. Key Staff Qualifications, Experience, and Location.

Q1-12: Item IV, Tab E. In regard to providing a separate table showing all key team members’ location, registration, degree, certifications, years’ experience, levels of responsibility, can the total page limit be increased or can this table be provided w/o counting toward the page limit and can this table be provided on 11x17 sheets? For some categories, there are a significant number of key staff requiring several pages to respond. Also, it may be more efficient to include response to how each key member will add the most value toward achieving the objectives for the services needed as part of this table.

A1-12: Item IV, Tab E. page limit remains as is.

Q1-13: Is it acceptable to include text smaller than 12 point in graphics and tables?

A1-13: See A1-5.

Q1-14: Does Gwinnett County prefer any specific type of binding (spiral, 3-ring binders, etc.) for the final product?

A1-14: No.

Q1-15: For Service Category I – Specialized Support Services because of the larger scope of services list can we show 4-6 projects per scope item that we will highlight in this section?

A1-15: Yes.

Q1-16: For the optional organizational chart in Tab A – Lead Consultant Identification are you looking for our project team organizational chart that will also be included in Tab E Key Staff Qualifications or our firm’s corporate organizational chart?

A1-16: Tab A Organizational chart is for the Lead Consultant firm only. Tab E Organization Chart is for the overall demand services delivery organization chart.

Q1-17: For Category G and H, which are more study and modeling focused rather than design, is it required to have a Lead Design Engineer position, or may we omit this category and include the other staff roles?

A1-17: It is not required. If no hourly rate is proposed for a specific labor category, that labor category will remain blank for the remainder of the contract.

Q1-18: The RFP for Tab D states a minimum of 4 and maximum of 6 project writeups. Does this limitation also apply to Category I given the variety of potential services listed on pages 20-21?

A1-18: The project write-up limitation applies to each specialized service proposed by the consultant.

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



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