



April 17, 2023

**Addendum #2**  
**RP003-23, Engineering Design and Support during Preconstruction and**  
**Construction of the F. Wayne Hill Water Resources Center Biosolids Dryer Project**

**I. Questions and Answers:**

- Q1. Please confirm that consultants have approval to bring necessary equipment to collect photographs and measurements during the site visit on May 11, 2023.**
- A1. Consultants who are approved through Step I will be able to take pictures, measurements, and take a visual assessment at the pre-proposal conference site visit on May 11, 2023.
- Q2. The rate table provided does not include sufficient categories for architecture staff. Can expanded categories be added for Architects higher than level III? Or can "Architect" be added to each of the Engineer Categories (Senior Engineer through Chief Engineer)? Can the proposer expand the rate table to include additional roles relevant to the project based on our proposed team (e.g., Managing Architect)?**
- A2. See page 90, Attachment - 1 HOURLY RATE SCHEDULE AND STAFF CLASSIFICATIONS. Proposer shall "List all Key Staff from Organizational Chart and their proposed Staff Classification".
- Q3. Would Gwinnett County permit the use of a smaller but legible font for graphics and tables?**
- A3. No.
- Q4. Is it acceptable to submit projects for evaluation that are under construction (i.e., design is complete but professional services are ongoing to support construction)?**
- A4. See page 39 Tab D- Experience of Prime Consultant "The Prime Consultant needs to demonstrate relevant project experience by providing project information sheets for up to five (5) projects **completed** within the past 10 years". The County's preference is that projects submitted are 100% complete. However, projects in progress will be considered and scored accordingly.
- Q5. Is it acceptable to submit projects for evaluation that are complete (i.e., professional services are complete for contracted phases), but the project has not been advanced through final design?**
- A5. See page 39 Tab D- Experience of Prime Consultant "The Prime Consultant needs to demonstrate relevant project experience by providing project information sheets for up to five (5) projects **completed** within the past 10 years". The County's preference is that projects submitted are 100% complete. However, projects in progress will be considered and scored accordingly.
- Q6. Will the County delete "and employee" from Item 2(b) – 8th bullet (Personal Injury) or otherwise permit the employee exclusion as respects personal injury coverage under the CGL policy? While the contractual liability exclusion is removed from the personal injury coverage under the CGL policy, the employee exclusion is not removed.**
- A6. This is acceptable.

- Q7. Item 4, will the County delete the second bullet, “Dedicated Limits per Project Site or Location (CG 25 03 or CG 25 04 or some other form)” as it is not applicable to PL coverage except through a project-specific professional liability policy?**
- A7. This is acceptable.
- Q8. Item 4, will the County delete “project-specific for the Gwinnett County project”? Project-specific policies are very costly and could be cost-prohibitive for this project.**
- A8. This is acceptable.
- Q9. Item 4, confirm “unreasonable upheld” should be “unreasonably withheld”.**
- A9. Confirmed.
- Q10. Item 8, will the County modify as follows: add “Foreign non-admitted carriers listed on the NAIC Quarterly Listing of Alien Insurers shall satisfy this requirement.” Our Professional Liability policy is underwritten by Lloyds of London, a foreign non-admitted carrier, through its syndicates. As a non-admitted alien insurers whose names appear on the list have filed financial statements, copies of auditors’ reports, the name of their U.S. attorneys or other representative, and details of U.S. trust accounts with the NAIC International Insurers Department (IID) and, based upon these documents and other information, appear to fulfill the criteria set forth in IID Plan of Operation.**
- A10. This is acceptable.
- Q11. Item 9, will the County modify “licensed” to read “licensed or authorized”. Our Professional Liability policy is underwritten by Lloyds of London, a foreign non-admitted carrier, through its syndicates. As a non-admitted carrier, Lloyds—through its syndicates, each of which is listed on the NAIC Quarterly Listing of Alien Insurers—is authorized in the U.S., but not licensed.**
- A11. This is acceptable.
- Q12. Item 11, will the County delete “complete certified copies of current insurance policy(ies) or”? Insurance policies contain privileged and confidential information. Coverage consistent with the County’s requirements is evidenced through Certificates of Insurance with copies of applicable endorsements, if requested. Moreover, most carriers issue insurance policies digitally and no longer provide “certified” copies.**
- A12. This language shall remain as is. Certified copies will only be required upon request in the event of a loss or some event that required certified documents.
- Q13. Item 12, will the County add “Except Workers’ Compensation (WC)/Employer’s Liability (EL), and Professional Liability (PL)” Primary and noncontributory applies where additional insured status is afforded and does not apply to WC/EL or PL.**
- A13. This is acceptable.
- Q14. Item 13, Small/Diversity firms may not be able to meet the County’s professional liability limit requirement. Will the County accept lower limits for small/diversity subs performing professional services?**
- A14. Per Item 13 in the Insurance Requirements; *Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements.* Consultant agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.

**Q15. Item 15, will the County add “Except Professional Liability, the” at the beginning of the Item? A Waiver of Subrogation on design professionals’ professional liability policy is nonstandard and not broadly available. Given the County’s requirement that all subs meet the County’s insurance requirements, professional services subs likely also will not be able to comply.**

A15. This is acceptable.

**Q16. Item 17, will the County delete 2nd sentence in its entirety? We would notify the County in the event of a claim related to the contract/project, but typically do not provide copies of loss runs.**

A16. This is acceptable.

**Q17. To avoid repetition, is it acceptable to list employees assigned to the project and their office and residence locations in Tabs E and F (per the RFP) but not also repeat this information in Tab A?**

A17. No.

**Q18. Is it acceptable to submit projects for evaluation that are in the final design phase (e.g., 30% and 60% design phases are complete)?**

A18. See page 39 Tab D- Experience of Prime Consultant “The Prime Consultant needs to demonstrate relevant project experience by providing project information sheets for up to five (5) projects completed within the past 10 years”. The County’s preference is that projects submitted are 100% complete. However, projects in progress will be considered and scored accordingly.

**Q19. Page 41 of the RFP states firm information form (including addenda acknowledgement) should appear in Appendix A of our Proposal, but Page 54 of the RFP states the Firm Information form (including addenda acknowledgement) should be returned with our Hourly Rate Schedule and Staff Classification in the separate envelope. Please clarify.**

A19. The Firm Information form on Page 51 is noted by “Please include this page as part of Step 1 proposal document and again resubmit updated as part of Step II proposal document” submissions. The Firm Information form on Page 54 is noted by “Return with Hourly Rate Schedule and Staff Classifications in a Separate Sealed Envelope”.

**Q20. For the two tables asked for in Tab E, may we use 11x17 to demonstrate the requested information?**

A20. Yes.

**Q21. Project specific insurance policies with limits requested are very costly and require additional time to solicit quotes. Does the County anticipate the cost of the insurance to be included in the hourly rates provided?**

A21. Yes.

**Q22. Firm quotes for the insurance coverage requested, including for all tiers of subconsultants, including small business and minority business enterprise firms, are not likely available by the Step 1 due date. Will the County provide provisions for insurance costs considerations during the scope and fee development as a separate reimbursable expense?**

A22. The Proposal Envelope – Hourly Labor Rates and Staff Classifications noted on Page 4 under C shall be due with Step II submittals at 2:50 P.M. local time on June 08, 2023. Hourly Labor Rates must include any applicable insurance costs required to provide services under this contract. NOTE: Consultants will still be required to submit Information in Step I as requested in Tabs A-F in the Request for Proposal RP003-23.

**Q23. Would the County consider extending the due date by one week for Step 1 to allow offerors time to modify their proposals to incorporate the forthcoming addendum(s) providing responses to RFP questions?**

A23. No.

**Q23. Does the Title VI form in Addendum 1 have to be submitted and signed at the time of opening or should consultants only acknowledge the addendum on the Firm Information form?**

A23. Acknowledgement of the addendum is sufficient at the time of proposal opening. If awarded the consultant will be required to sign the Title VI form.

Acknowledge receipt of this addendum on the Firm Information page of the RFP document.

Sincerely,

Brittany Bryant  
Purchasing Associate II