



August 1, 2025

**Addendum No. 1
RP012-25**

Provision of Project Management Professional Services on a Multi-Year Contract

****Date Change:** Proposals will be received until 2:50pm local time on August 20, 2025 at the Gwinnett County Purchasing Office at 75 Langley Drive, Lawrenceville, Georgia 30046. Any proposal received after this date and time will not be accepted**

Another addendum will be issued next week with remaining questions answered.

Questions & Answers:

Q1. If multiple firms are selected, will all the firms and all of their team members be prohibited from performing work for Gwinnett County DOT on other contracts?

A1. Please see the note on page 2 of the Invitation. "Consultant firms that are awarded the above-mentioned Service Areas must disclose whether they are currently providing services to the County under a separate contract, including the contract number. Consultant firms may not provide program management services to the County for any projects that were completed under the current or any future Transportation Consultant Demand Professional Services on an Annual Contract."

Q2. The RFP states that billable rates are to be loaded. The requested services require varying and unknown travel requirements for each billable position. In previous RFPs, mileage had been specifically broken out as a separate billing expense. Is this still the case?

A2. Yes; please refer to the Revised Cost Proposal Form. (Attachment A)

Q3. Can you clarify how the Cost Proposal will be scored?

A3. Hourly rates will be applied to a sample project to score cost.

Q4. The Cost Proposal form shows lines for "Environmental Scientist" and "Environmental Technician" and "Environmental". Can you please clarify the "Environmental" position?

A4. Position is for Environmental Manager; refer to the attached Revised Cost Proposal Form.

Q5. The RFP states that pages should be 8.5" x 11". Will an 11"x17" size be allowed for the organizational chart? The organizational chart would require significant personnel to be shown to satisfy the requirements of the scope of work. These pages will be folded in such a way as to fit in the required 8.5" x 11" format.

A5. Yes, the organizational chart can be an 11"x17" document.

Q6. Responses to this RFP have the potential to be lengthy. Will the County allow the responses to be printed double-sided to reduce the overall size? This also allows the responses to be more easily reviewed.

A6. One unbound single sided original is required. The bound copies can be double sided.

Q7. Does this contract require embedded employees?

A7. Office space can be made available for up to two embedded employees. However, it is not a requirement of the contract.

Q8. Does this RFP include any local vendor preference?

A8. No, this RFP does not include a local vendor preference.

Q9. What is the estimated budget for this contract?

A9. The budget for the past five years was approximately \$7,100,000.00 per year.

Q10. What has been the previous spending on this contract?

A10. Approximately \$6,700,000.00 has been spent on the current contract since the term began on January 1, 2025.

Q11. Could you please share the incumbent vendors' rates, if applicable?

A11. Please see Attachment B for the current Cost Tabulation.

Q12. Is this a new contract or a continuation of an existing one?

A12. These services are currently under contract. This request is re-soliciting services that will replace the existing contract after it expires.

Q13. Are there any pain points or issues with the current vendor(s) that we should be aware of?

A13. No.

Q14. Is an insurance certificate required to be submitted with the proposal?

A14. An insurance certificate is not required to be submitted with proposals. However, a COI that meets the requirements outlined in the Invitation will be required of the awarded firm.

Q15. Is there an obligation to submit a bid bond for this bid?

A15. Bid bonds are not required.

Q16. Does this bid cover only staffing services, or are materials also required as part of the contract?

A16. Per the Invitation; "The County will provide limited office space for up to two office personnel. In addition, some office equipment and supplies as well as part time administrative support will be available to the consultant firm. The consultant shall provide, at a minimum, the following:

1. A sufficient number of vehicles to accommodate the consultant's project personnel.
2. Smart phones with email access for all project personnel. Key construction personnel must be accessible 24 hours a day.
3. All necessary equipment, materials, and supplies to provide all services for Service Areas. "

Q17. In Section IV, Submission of Formal Offers/Submittals, subsections E and F mention certain items—could you please clarify what items are being referred to?

A17. The Instruction to Vendors are the County's general terms and conditions. Section IV, E & F applies to purchase of goods.

Acknowledge receipt of this addendum on the firm information page of the request for proposal.
Sincerely,

Michael Milstein
Purchasing Associate II

Attachments:

Attachment A: Revised Cost Proposal Form

Attachment B: RP014-20 Cost Tabulation

Attachment C: Pre-Proposal Sign-In Sheet

(SUBMIT IN A SEPARATE SEALED ENVELOPE)**NOTE: All five years of pricing will be taken into consideration in determining award.**

DESCRIPTION	YEAR ONE HOURLY RATE	YEAR TWO HOURLY RATE	YEAR THREE HOURLY RATE	YEAR FOUR HOURLY RATE	YEAR FIVE HOURLY RATE
Principal	\$	\$	\$	\$	\$
Construction Engineering and Inspection Director	\$	\$	\$	\$	\$
Review Engineer	\$	\$	\$	\$	\$
Office Engineer	\$	\$	\$	\$	\$
Design Liaison	\$	\$	\$	\$	\$
Plan Review/Bid Preparation	\$	\$	\$	\$	\$
Traffic Signal Engineer	\$	\$	\$	\$	\$
Structural Engineer	\$	\$	\$	\$	\$
Utility Coordinator	\$	\$	\$	\$	\$
Erosion Control and Water Quality	\$	\$	\$	\$	\$
Environmental Manager	\$	\$	\$	\$	\$
Environmental Scientist	\$	\$	\$	\$	\$
Environmental Technician	\$	\$	\$	\$	\$
CADD Technician	\$	\$	\$	\$	\$
Right of Way Acquisition Manager	\$	\$	\$	\$	\$
Right of Way Appraisal Reviewer	\$	\$	\$	\$	\$
Right of Way Attorney	\$	\$	\$	\$	\$
Right of Way Legal Assistant	\$	\$	\$	\$	\$
Right of Way Acquisition Agent	\$	\$	\$	\$	\$
Construction Manager	\$	\$	\$	\$	\$

Firm Name: _____

DESCRIPTION	YEAR ONE HOURLY RATE	YEAR TWO HOURLY RATE	YEAR THREE HOURLY RATE	YEAR FOUR HOURLY RATE	YEAR FIVE HOURLY RATE
Project Engineer	\$	\$	\$	\$	\$
Construction Engineer/Inspector	\$	\$	\$	\$	\$
Registered Geologist	\$	\$	\$	\$	\$
Administrative Support	\$	\$	\$	\$	\$
Add additional positions with hourly rates in the blank spaces provided below.					
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

Reimbursable Expenses are in addition to Personnel Costs and include the expenses incurred by the Consultant in direct provision of authorized Services. Reimbursable Expenses shall be billed at cost and shall be documented by invoices or other supporting cost information. Reimbursable Expenses are identified below:

- Expenses for auto transportation and parking in connection with services provided at the rate as established by Gwinnett County
- Costs of document reproduction, photographic work, and photo reprographic services directly related to the authorized services
- Costs for overnight, bulk and specialized mailing services; and courier services
- Costs for computer time/usage separate and above from CAD production and clerical services covered under the personnel billing categories.
- Costs for consultants and specialized services not covered under the personnel billing categories above.

Firm Name: _____

COST TABULATION

RP014-20

Project Management Professional Services for the Gwinnett County
Transportation Improvement Program on an Annual Contract

Department of Transportation

4% Increase

Renewal January 01, 2025 - December 31, 2025		Atlas Technical Consultants, LLC (L)
Item #	Description	Cost
1	Principal (Oversight/Quality Assurance)	\$168.81
2	Construction Engineering and Inspection Director	\$154.18
3	Manager	\$168.81
4	Review Engineer	\$128.30
5	Office Engineer	\$110.29
6	Design Liaison	\$151.93
7	Plan Review/Bid Preparation	\$83.28
8	Traffic Signal Engineer	\$132.80
9	Structural Engineer	\$132.80
10	Utility Coordinator	\$110.29
11	Erosion Control and Water Quality	\$69.77
12	Environmental Manager	\$151.93
13	Environmental Scientist	\$109.16
14	Environmental Technician	\$78.78
15	CADD Technician	\$69.77
16	Right of Way Acquisition Manager	\$156.43
17	Right of Way Appraisal Reviewer	\$126.05
18	Right of Way Attorney	\$164.31
19	Right of Way Legal Assistant	\$76.53
20	Right of Way Acquisition	\$88.91
21	Construction Manager	\$128.30
22	Project Engineer	\$96.78
23	Construction Engineer/Inspector	\$77.65
24	Registered Geologist	\$101.29
25	Administrative Support	\$58.52
Will Vendor Hold Pricing Firm? Renewal Option 1		2% Increase
Will Vendor Hold Pricing Firm? Renewal Option 2		3% Increase
Will Vendor Hold Pricing Firm? Renewal Option 3		3% Increase
Will Vendor Hold Pricing Firm? Renewal Option 4		4% Increase

Pre-Proposal Conference Attendees

	<u>Representative Name</u>	<u>Company Name</u>	<u>E-Mail Address</u>
1.	Wayne Hill	Atlas	wayne.hill@oneatlas.com
2.	Chad Kastner	STV Incorporated	Chad.Kastner@stvinc.com
3.	Brian Hightower	The Collaborative Firm	bhightower@tcfatl.com
4.	Michael Hightower	The Collaborative Firm	mhightower@tcfatl.com
5.	Cody Wallace	Atlas	cody.wallace@oneatlas.com
6.	Mickie Mcjunkin	BM&K	mmcjunkin@bmandkinc.com
7.	Hank Collins	Atlas	hank.collins@oneatlas.com
8.	Allison Hardy	Croft & Associates	ahardy@croftae.com
9.	Marcus Arnold	ATG DCCM	marnold@emailatg.com
10.	Chuck Deeb	CDM Smith	deebck@cdmsmith.com
11.	George Escojido	RK&K	gescojido@rkk.com
12.	Monique Armstrong	CERM	marmstrong@cerm.com
13.	Genie Bryant	CERM	gbryant@cerm.com
14.	Albert Edwards	CERM	aedwards@cerm.com
15.	Jenna Pawlowski	Terracon	jlpawlowski@terracon.com
16.	Aaron Wadley	LNCO Planning Engineering Construction	aaron.wadley@lncopec.com
17.	Sunny Abree	Terracon	aabrishamchi@terracon.com
18.	Chino Hoang	LanceSoft, Inc	Chino.hoang@lancesoft.com

<u>Department Representative Name</u>	<u>Department</u>
<u>Michael Milstein and Kaley Ivins</u>	<u>Purchasing</u>
<u>Erica Brizzee and China Thomas</u>	<u>DOT</u>