



March 12, 2026

Addendum #3
RP006-26
Provision of Professional On-Call Planning Services on a Multi-Year Contract

Please see the summation below of questions and answers for the above solicitation.

Clarifications:

C1: Though the County intends to award to multiple consulting Firms (up to three [3] Firms per category), the County reserves the right to make an award deemed in its best interest. This may include awarding to fewer than three (3) Firms per category, a single Firm per category, or a single Firm for both categories.

Revisions:

R1: REMOVE reference to the personnel term "Contract Administrator" on *RP006-26 Inv*, Page 5.

Questions:

Q1: How will work and projects be distributed?

A1: **Work will typically be assigned via individual work authorizations after the County approves the scope of work. In some cases, the County may request quotes from multiple Firms or Teams on this contract. In other cases, the County may wish to tap into expertise from a specific Firm to complete an assigned task.**

Q2: On the Cost Proposal(s), how do Firms address hourly rates for positions they don't have in their company?

A2: **Firms or Teams do not need to list hourly rates for positions that do not currently exist in their company. If needed, Firms or Teams should adjust their position titles to match the titles shown in the RP006-26 Cost Proposal(s). A Firm's or Team's position title(s), if different than the County's, should be in parentheses beside the County's title(s) used in the RP006-26 Cost Proposal(s).**

Q3: Regarding *General Conditions to Consultant Agreement*, Article 10 *Indemnification*: Can indemnification be revised to A) Match Georgia law (delete "protect" and delete "defend"); or B) Bifurcate General Liability from Professional Liability under the indemnification clause?

A3: **If any exceptions are taken to any part, each must be stated in detail and submitted as part of the Firm's or Team's submittal. If no exceptions are stated, it is assumed that the Firm or Team fully agrees to the provisions contained within the proposal document.**

Q4: Can the County clarify the scope of the litigation disclosure referenced on *RP006-26 Inv*, Page 41? Specifically, should proposing Firms provide a complete, Firm-wide list of all ongoing litigation, or only disputes that are relevant to the disciplines and services being solicited?

A4: **Proposing Firms should provide a complete, Firm- or Team-wide list of all ongoing litigation.**

- Q5: Under Team Organization and Qualifications on *RP006-26 Inv*, Page 5, it asks for a Contract Administrator. How does the County define a Contract Administrator?
- A5: Disregard. This will be removed. See R1.**
- Q6: On *RP006-26 Inv*, Page 39, Item IX, it states that bid bonds are only required when explicitly indicated in the solicitation. Our Firm did not see any bond forms or specific bonding instructions included in the materials. Based on this, please confirm that neither a bid bond nor a performance bond is required for this contract.
- A6: No bonds are required.**
- Q7: Do Firms need to have every role that was included in the Cost Proposal forms shown in their chart and resumes?
- A7: No. Although, the minimum requirements under *RP006-26 Inv*, Section III *Proposal Submission Requirements* must be met.**
- Q8: Per *RP006-26 Inv*, Page 38: "Any addenda should be enclosed in the sealed envelopes as well." Can the County please confirm if Firms/Teams should print and include all applicable addenda in addition to the Firm Information Form that includes addenda acknowledgement? If the County would like Firms/Teams to print and include, should it be included in the technical proposal envelope, the cost proposal envelope, or both?
- A8: Firms should include addenda in their technical proposal. Whether by signing addenda or indicating them on the Firm Information form, or both, Firms should provide confirmation they have received and understand the addenda's information.**
- Q9: Can the County elaborate on what responsibilities the Contract Administrator would have vs. the Principal in Charge?
- A9: See R1. The Principal in Charge will provide senior-level oversight, ensuring the work meets the County's goals, scope, and quality standards.**
- Q10: Per *RP006-26 Inv*, Pages 8-11, the cost proposal(s) must be submitted in our proposal documents. Can the County confirm that cost proposals for each category should only include their respective pages (i.e., Category A cost proposal should only include pages 8 and 9)?
- A10: Correct. Category A's Cost Proposal envelope should only include Pages 8-9; Category B's Cost Proposal envelope, Pages 10-11.**
- Q11: Per *RP006-26 Inv*, Page 27, Item 14, *Subcontracting*: "The CONSULTANT shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without the Department's prior written approval of the subconsultant. The Department will not approve any subconsultant for work covered by this Agreement that has not been recommended for approval by the Department Director." Would this clause apply to Firms forming a larger project Team to propose on this contract? Or is this pertaining to post-award; subconsultants cannot be added without prior approval by the County?
- A11: This pertains to post-award. The Firm or Team cannot subcontract without County approval.**
- Q12: Would the County accept two (2) Project Managers to cover one (1) Category?
- A12: Yes. There should be an individual identified as the primary contact for the Firm, but the Firm can have more than one (1) Project Manager.**
- Q13: Would the County allow the organizational chart to be on an 11x17 page?
- A13: Yes.**

- Q14: Would the County allow Firms to list Gwinnett County staff in other departments as references?
A14: Yes.
- Q15: If proposers submit more than three (3) references, how will they be scored based on the allotted 10 points found on *RP006-26 Inv*, Page 6?
A15: The County only requires a minimum of three (3) references be given on the included reference sheet. Firms/Teams may submit more than three, but the only ones scored and considered will be on the County's reference sheet. If additional references are needed, the County will use additional references already provided, or will contact the Firm/Team for additional ones. The max allocation of points is 10, regardless of how many references are included in a Firm's/Team's proposal(s).
- Q16: Should Firms reference their technical proposals as "Phase 1" and cost proposals as "Phase 2"?
A16: No.
- Q17: Are subconsultants required to complete any of the forms on Page 1 of the RP006-26 proposal document?
A17: No; only the proposing Firm or Team.
- Q18: Are successful Firms with offices located in Georgia, outside of Gwinnett County, required to submit the occupation tax certificate for the jurisdiction where their office is located and does this also apply to subcontractors?
A18: No; an occupation tax certificate does not need to be submitted with a proposal. However, Firms or Teams are required to be registered to do business in the State of Georgia.
- Q19: Will any Bonds be required including Surety Bonds, Bid Bonds, and Payment and Performance Bonds?
A19: See A6.
- Q20: In regards to insurance, in addition to Commercial General Liability, Auto Liability, Worker's Comp and Employer's Liability Cover, and Professional Liability, are any other coverages required?
A20: Any applicable insurance requirements are included in the Professional Services Insurance Requirements on *RP006-26 Inv*, Pages 16-21.
- Q21: Are subconsultants required to fill out the references form or any other form?
A21: See A17.
- Q22: Would the County allow for electronic (emailed) submittals, instead of hard copies? If not, would the County consider receiving an electronic submittal by the deadline, if followed up by mailed hard copies that may arrive after the deadline?
A22: No. Emailed copies will not be accepted at any time. Hard copies that arrive after 2:50pm on the opening date will not be accepted.
- Q23: Are Firms required to use the position descriptions provided in the Cost Proposal, or are they able to submit position descriptions they use?
A23: See A2.
- Q24: Do Firms submit only one (1) copy of the cost proposal?
A24: Yes. If Firms are proposing on both categories, Category A Cost and Category B Cost should be submitted in two (2) separate envelopes.
- Q25: Will the County accept electronic signatures in place of wet, original signatures on all proposal documents?
A25: Yes. Note: after award, the Firm(s)/Team(s) awarded will sign a formal contract, and if signed

electronically, that document must be accompanied by a Certificate of Completion.

Q26: Can a Firm submit for one or two specific tasks within a Service Category, or would the Firm have to show expertise in each of the tasks within the Service Category? For example, if a Firm is interested in Service Category A - *Urban Planning and Community Engagement*, but only has expertise and is interested in being considered for Tasks 1 *Comprehensive and Small Area Planning* and Task 2 *Unified Development Ordinance Amendment*, is that acceptable? Or would that diminish the opportunity of the Firm to be competitively considered?

A26: The County is looking for Firms or Teams of Firms that can potentially provide all the services identified in each Service Category. However, it is recognized that some Firms have specific subject matter expertise.

Q27: Should the Firm Information Form, References Form, Code of Ethics Affidavit Form, and Contractor Affidavit and Agreements Form be completed for each Firm on a multi-disciplinary Team, or just the Prime Firm submitting the proposal?

A27: Only the Prime Firm.

Q28: Would the County consider a two-week extension for the due date of the submittal?

A28: Please see RP006-26 Addendum #2. The current proposal due date is 2:50pm on March 27, 2026.

Q29: Since the evaluation process includes Phase I (Technical) and Phase II (Cost), should the Cost Proposal be submitted with Firms' initial proposal submission in a separate sealed envelope, or only if they are shortlisted/advanced to Phase II?

A29: Cost Proposal(s) must be submitted with the proposal package itself. Cost Proposal(s) should be in a separate sealed envelope. Cost Proposals received after 2:50pm on the opening date will not be accepted.

Q30: Are proposers required to provide hourly rates for all positions listed in the Cost Proposal form, or may rates be submitted only for the positions the Firm intends to provide under the contract?

A30: See A2.

Attachments:

- RP006-26 Subcontractor Form
- RP006-26 Pre-Proposal Conference Attendee List

Thank you,



Casey Beauston, CPPB
Purchasing Associate III

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

Company Name _____

Authorized Representative _____

PRE-PROPOSAL CONFERENCE

RP006-26 Provision of Professional On-Call Planning Services on a Multi-Year Contract

Representative Name

Company Name

Phone #

E-Mail Address

(DEPARTMENT REPRESENTATIVES SIGN-IN AT BOTTOM)

1. <u>Shawn Ryan</u>	<u>Deloitte</u>	<u></u>	<u>shawnryan@deloitte.com</u>
2. <u>Nina Reich</u>	<u>Stantec</u>	<u></u>	<u></u>
3. <u>Elena Oertel</u>	<u>Inspire Placemaking Collective</u>	<u></u>	<u>eoertel@inspireplacemaking.com</u>
4. <u>Jignesh Patel</u>	<u>Niti Systems</u>	<u></u>	<u>jpatel@nitisys.com</u>
5. <u>Victor Dang</u>	<u>Bowman Consulting</u>	<u></u>	<u></u>
6. <u>Hillary Essig</u>	<u>Toole Design Lumenor Consulting Group</u>	<u></u>	<u>hessig@tooledesign.com</u>
7. <u>Scott Brown</u>	<u>Blue Cypress Consulting</u>	<u></u>	<u></u>
9. <u>Jenn Yaga</u>	<u>RK&K</u>	<u></u>	<u>jyaga@rkk.com</u>
10. <u>Rosie Mafe</u>	<u>Jacobs</u>	<u></u>	<u>Rosie.Mafe@jacobs.com</u>
11. <u>Alex Deus</u>	<u>Stantech</u>	<u></u>	<u></u>
12. <u>Kerrie Boyette</u>	<u>KCI Technologies</u>	<u></u>	<u>Kerrie.Boyette@kci.com</u>
13. <u>Tristan Jackson</u>	<u>RK&K</u>	<u></u>	<u>tjackson@rkk.com</u>
14. <u>Luis Calvo</u>	<u>MKSK Kimley-Horn and Associates, Inc.</u>	<u></u>	<u></u>
15. <u>Hannah Arneson</u>	<u></u>	<u></u>	<u>Hannah.Arneson@kimley-horn.com</u>
16. <u>Natalie Postel</u>	<u>Tetra Tech</u>	<u></u>	<u></u>

PRE-PROPOSAL CONFERENCE

RP006-26 Provision of Professional On-Call Planning Services on a Multi-Year Contract

<u>Representative Name</u>	<u>Company Name</u>	<u>Phone #</u>	<u>E-Mail Address</u>
17. <u>Fatima Alleyne</u>	<u>Blue Isle Insight Partners, LLC</u>	<u></u>	<u></u>
18. <u>Vishal Patel</u>	<u>Niti Systems</u>	<u></u>	<u>vpatel@nitisys.com</u>
19. <u>Stephen Hopper</u>	<u>Stantech</u>	<u></u>	<u></u>
20. <u>Alex Williams</u>	<u>Kimley-Horn and Associates, Inc.</u>	<u></u>	<u>Alex.Williams@kimley-horn.com</u>
21. <u>Carolyn Shalosky</u>	<u>HDR</u>	<u></u>	<u></u>
22. <u>John Fish</u>	<u>VHB</u>	<u></u>	<u>jfish@vhb.com</u>
23. <u>Greg Shealey</u>	<u>National Property Institute</u>	<u></u>	<u></u>
24. <u>Afeefa Farooq</u>	<u>Studio RNB</u>	<u></u>	<u>afarooq@studiornb.com; rbrakeville@studiornb.com; scrook@studiornb.com</u>
25. <u>Stephen Stafstrom</u>	<u>VHB</u>	<u></u>	<u></u>
26. <u>Jamil Fatti</u>	<u>Robert and Co.</u>	<u></u>	<u></u>
27. <u>John Ford</u>	<u>Robert and Co.</u>	<u></u>	<u></u>
28. <u>Caley Patten</u>	<u>Deloitte</u>	<u></u>	<u></u>
29. <u>Megan Elliott</u>	<u>Pond and Company</u>	<u></u>	<u></u>
30. <u>Andrew Loo</u>	<u>Brown Campbell</u>	<u></u>	<u></u>
31. <u>Larry Becknell</u>	<u>Bowman Consulting</u>	<u></u>	<u></u>
32. <u>Mitchell Greenway</u>	<u>Stantech</u>	<u></u>	<u></u>
33. <u>Randy Waltermyer</u>	<u>Bowman Consulting</u>	<u></u>	<u>rwaltermyer@bowman.com</u>

PRE-PROPOSAL CONFERENCE

RP006-26 Provision of Professional On-Call Planning Services on a Multi-Year Contract

<u>Representative Name</u>	<u>Company Name</u>	<u>Phone #</u>	<u>E-Mail Address</u>
34. <u>Cody Mangano</u>	<u>Kimley-Horn and Associates, Inc.</u>	<u></u>	<u>cody.mangano@kimley-horn.com</u>
35. <u>Brian McHugh</u>	<u>HDR</u>	<u></u>	<u>Brian.McHugh@hdrinc.com</u>
36. <u>Audra Rojek</u>	<u>VHB</u>	<u></u>	<u>arojek@vhb.com</u>
37. <u>Josh Turner</u>	<u>HDR</u>	<u></u>	<u>Josh.Turner@hdrinc.com</u>
38. <u>Deanna Murphy</u>	<u>Kimley-Horn and Associates, Inc.</u>	<u></u>	<u>Deanna.Murphy@kimley-horn.com</u>
39. <u>Jordan Myers</u>	<u>HDR</u>	<u></u>	<u>Jordan.Myers@hdrinc.com</u>
40. <u>Rourke Brakeville</u>	<u>Studio RNB</u>	<u></u>	<u>rbrakeville@studiornb.com</u>
41. <u>Samuel Crook</u>	<u>Studio RNB</u>	<u></u>	<u>scrook@studiornb.com</u>
42. <u>Justin Purucker</u>	<u>Coffman Engineers</u>	<u></u>	<u></u>

<u>Department Representative Name</u>	<u>Department</u>	<u>Department Representative Name</u>	<u>Department</u>
<u>Casey Beauston</u>	<u>DOFS</u>	<u>Ron Miller</u>	<u>P&D</u>
<u>Bill Deguffroy</u>	<u>P&D</u>	<u></u>	<u></u>
<u>Tai Yi Su</u>	<u>P&D</u>	<u></u>	<u></u>