



June 3, 2026

**ADDENDUM #1
RP016-26
Consultant Demand Services on an Annual Contract**

I. Revisions

- R1. Please extend the question deadline to **July 10, 2026**.**

II. Clarifications

- C1. The Annual Consultant Contract included in the Invitation is a sample. The final contract will be sent to each awarded consultant after an award has been made.**

III. Questions

- Q1. Per the proposal instructions, Tab F – References should include a comprehensive table of Gwinnett County projects. Tab F further defines what is required for the project list. Tab B briefly states, “There is no limit to pages for Gwinnett County project list,” but no additional guidance is provided within the Tab B instructions for the project list. Based on this information, please confirm that the Gwinnett County project list should be included under Tab F – References.**
- A1. The Gwinnett County projects table should be provided in Tab F – References.**
- Q2. Per the proposal instructions, submissions are required to use Arial or Arial Black in 12-point font. Would Gwinnett County consider allowing the Roboto font family (Gwinnett County's brand typeface) in 12-point font as an acceptable alternative, provided all other formatting requirements are maintained?**
- A2. Roboto in 12-point is an acceptable font.**
- Q3. Does Gwinnett have a registry of small businesses with offices in the County that can be sorted by commodity codes?**
- A3. No.**
- Q4. On page 19, Tab A says a team org chart is optional and describes it needs to include staff. How is this different from the org chart required by Tab C or do you want us to include in both sections?**
- A4. The Org chart should only be included in Tab C - Staff Experience, Location, and Qualifications. The reference to an org chart in Tab A should be deleted.**
- Q5. Under Tab B on page 20 for the page limit it states there's no page limit for Gwinnett County project list, but this is also described under Tab F. Please confirm which tabbed section to include this list.**
- A5. The Gwinnett County projects table should be provided in Tab F – References.**
- Q6. Please confirm whether Gwinnett County can be used as a reference on the required reference form included in the RFP.**
- A6. Gwinnett County references can be used as a reference on the required reference form.**

- Q7. For Category G, please clarify whether the proposal should include a total of 4–6 projects across all service areas within Category G, or whether 4–6 projects are allowed for each individual service area (labeled #1 - #9) within Category G? (e.g. 4-6 projects for Facilities, Architecture Design & Security AND 4-6 projects for Information Technology & Data Systems AND 4-6 projects for Financial & Compliance, etc.)**
- A7. 4-6 projects across all service areas are acceptable.
- Q8. Organization Chart Labor Categories - Regarding the requirement to identify labor categories for each proposed team member within the organization chart, would the Department allow proposers to provide labor categories within the accompanying staffing table instead of directly within the organization chart? This approach would help maintain the readability and legibility of the organization chart while still providing all requested information.**
- A8. An accompanying table is acceptable.
- Q9. "Gwinnett County Projects" Table (Tabs B and F) - Tabs B and F both reference inclusion of a "Gwinnett County Projects" table; however, we were unable to locate specific instructions regarding the required format, content, or level of detail for this table. Please clarify the intent and required information for the Gwinnett County Projects table, and confirm whether the same table is intended to be included in both Tabs B and F or only once within the proposal submission.**
- A9. The Gwinnett County projects table should be provided in Tab F - References. As stated in Tab F, "the Consultant should detail project experience and familiarity with Gwinnett County through providing a comprehensive table of all projects completed for the County, for any department, in the last 5 years. Please include project name, department, and County Project Manager for each project."
- Q10. SCADA-Related Work Under Service G - Is SCADA-related work intended to be included under Service G category?**
- A10. Yes.
- Q11. Category G Subcategories - For the nine subcategories listed under Category G, may firms submit qualifications for only a single applicable subcategory, or is participation in all subcategories required for consideration under Category G?**
- A11. Qualifications can be submitted for as many or few subcategories as the Consultant wishes to seek under Category G.
- Q12. The RFP cover sheet mandates that all formal questions regarding the proposal must be submitted in writing no later than June 10, 2026. However, the virtual pre-proposal conference is not scheduled to take place until June 18, 2026. Will the County issue an addendum to extend the deadline for written questions beyond June 18 to accommodate follow-up inquiries?**
- A12. The question deadline has been extended to July 10, 2026. See Revision R1.
- Q13. If a firm is submitting for multiple categories (Categories A through G), is it permissible to duplicate core company qualifications, resumes, and reference materials across submissions, or must the technical response under each category be completely unique? Furthermore, is there an upper limit on how many separate Service Categories a single firm can be awarded?**

- A13. Firm experience, staff experience, and references should be specific to the service category submitted. There is no limit to the number of Service Categories a single firm can be awarded.
- Q14. The proposal instructions outline tab-specific page constraints, including a strict 2-page limit for the cover letter, a 4-page limit for Tab C, and a 4-page limit for Tab D. To ensure strict compliance and avoid rejection, can the County clarify if formal section dividers, table of contents, and front/back covers are excluded from these tab-specific page limits?**
- A14. Dividers, Table of Contents, and covers are excluded from page counts.
- Q15. Is there a restriction that a prime contractor cannot utilize independent 1099 consultants or highly niche technical specialists to fulfill specific task orders assigned under Category G? What specific boundaries define "teaming" versus ordinary specialized labor hiring under this particular category?**
- A15. This is a business decision for the proposing firm. The County has no limitation on consultant hiring practices. For Category G all staff should be billed with timesheets provided through the lead consultant.
- Q16. What is the typical administrative turnaround time for the County to review and approve subconsultants during the active contract phase? Can new subconsultants be seamlessly added to a team mid-year as specific project needs evolve under individual Work Authorizations?**
- A16. If the firm wishes to add a subconsultant to their firm, a memo to Director of DWR will be required for approval. (SOG2.02) Director is the only reviewer/approver of this document so turnaround time should be no more that 1 – 3 days. If the consultant wishes to add a sub to a specific project that should be included in the original Work Authorization agreement when submitted for internal review and approval.
- Q17. The RFP explicitly states that Gwinnett County will not pay any consultant or subconsultant for the work done in preparing individual Work Authorization proposals. Because scoping complex water reclamation, dam, or stormwater infrastructure projects can require substantial engineering hours, field visits, and data analysis, is there a standard framework or predefined limit to ensure that the pre-design scoping requested by County Project Managers remains reasonable and bounded?**
- A17. The Department typically uses a 2-stage work authorization process for design services. An initial preliminary engineering work authorization is awarded for no more than 30% design. Once the project scope is more refined, a separate work authorization is issued for full design.
- Q18. Can the County clarify the exact mechanism, rotation system, or scoring metrics used to balance the selection of the "most qualified" firm with the objective of achieving an "equitable distribution" among a minimum of three selected firms per category?**
- A18. The Department will track expenditures per category and rotate through consultants in an attempt to equitably distribute the work, however, work authorizations may also be assigned to utilize a firm's particular strength, so a balanced project distribution is not guaranteed.
- Q19. To assist contractors with commercial risk assessment and resource allocation planning, can the County provide historical annual spending data or upcoming Capital Improvement Program (CIP) budget estimates for each of the seven service categories?**

- A19. The Department's Capital Improvement Program is subject to annual approval at the County level, so upcoming Capital Improvement Program (CIP) Budget estimates are not available. Some historical spending is provided by category (per the previous contract designations) are included in this addendum. Please see Attachment 1 – Demand Services Spend by Category.
- Q20. The agreement structure consists of an initial annual contract with four optional one-year renewal periods, totaling up to five years of performance. Because the RFP notes that "no modifications to the agreement will be permitted", how should consultants account for labor rate inflation and cost-of-living increases over this five-year horizon? Will the County allow consultants to embed an annual percentage escalation factor directly into their initial Proposal Fee Schedule?**
- A20. As noted on Page 22: "Annual adjustments to rates will be negotiated at each renewal option. Requests for increase may not exceed the Producer Price Index (PPI) change for the previous year for the commodity grouping "Architectural and Engineering services"."
- Q21. Does this zero-markup restriction apply to subconsultants' direct expenses when billed through the Lead Consultant, or are subconsultants permitted to apply internal mark-ups before their invoices are passed to the prime contractor?**
- A21. Zero markup on expenses applies to both subconsultants and lead consultants.
- Q22. If a contractor's key personnel possess extensive equivalent practical experience but lacks the exact degree title specified, will that individual be disqualified from that billing rate classification?**
- A22. Individual billing rates should match their qualifications as described in the RFP. Specific requests can be reviewed internally and approved by the Director through the Work Authorization Agreement.
- Q23. If a consultant has dedicated exclusive staff or entered into binding agreements with subconsultants based on a long-term, multi-year Work Authorization cash flow forecast, how does the County propose to mitigate the financial risk of stranded labor resources if a termination for convenience occurs?**
- A23. Mitigating financial risk is the responsibility of each firm.
- Q24. In the proposal content, submitting a Gwinnett County project list is referenced in Tab B (Firm/Team Experience) on page 20 and in Tab F (References) on page 22. Is the Gwinnett County project list to be included in both tabs? Or if in just one tab, which tab should it be included in?**
- A24. See Q2.
- Q25. Can you please clarify whether the organization chart referenced on page 19 and included in Tab A should represent the overall company structure or represent the team specific to the category being submitted on? Is this organizational chart intended to be different from the organizational chart required in Tab C?**
- A25. See Q4, only one org chart is required.
- Q26. For Category G (Specialized Support Services), should firms provide 4–6 project examples for the category as a whole, or 4–6 project examples for each individual service within it?**
- A26. See Q7.

- Q27. The RFP states that figures, charts, and exhibits may utilize smaller font sizes. Can the County confirm that tables are also considered acceptable under this allowance?**
A27. Yes, smaller font sizes can be used on figures, charts, exhibits, and tables.
- Q28. Is the use of Arial Narrow for tables and graphics/figures acceptable?**
A28. Yes.
- Q29. Do divider pages, section covers, and table of contents pages count toward the stated page limitations?**
A29. See Q14.
- Q30. The RFP references AACE Class 1–4 OPCC estimating requirements. Please confirm whether this is intentional, as standard AACE estimate classifications typically range from Class 5 through Class 1.**
A30. The County anticipates that estimates will be developed progressively throughout the project design, generally beginning at the Class 4 level during early concept development and advancing through Class 1 as design approaches completion. Class 5 estimates are intended to provide a preliminary, high-level evaluation of potential project costs during the initial planning stages before the design phase begins.
- Q31. Can awarded firms add subconsultants after contract award for future tasks?**
A31. See Q16.
- Q32. Is the County requesting two separate org charts, one in Tab A and one in Tab C?**
A32. See Q4, only one org chart is required.
- Q33. Please confirm whether the same individual may serve in the Demand Services Category Manager (DSCM) role across multiple categories.**
A33. Yes.
- Q34. Can the Project Manager-in-Charge (PIC) and Client Service Manager (CSM) roles be filled by the same individual?**
A34. Yes.
- Q35. For the PIC role, would a firm's market or geographic leader be considered acceptable if they have the authority to commit firm resources?**
A35. Yes, if they have legal signatory authority on behalf of the firm.
- Q36. Please confirm that just the unbound copy of the proposal is single-sided and that bound copies can be printed double-sided. Instructions on page 1 of the RFP state this but section IV. Proposals on page 18 states that proposals should be single-sided.**
A36. Yes, just the unbound copy of the proposal should be single-sided.
- Q37. Is the 11 x 17 team organization chart requested in Tab A the same team organization chart requested in Tab C or is this a firm organization chart meant to show how the Principal-in-Charge, Client Services Manager, and Demand Service Category Manager fit into the firm's overall structure?**
A37. See Q4, only one org chart is required.

- Q38. Under Tab B, can projects be used if the design is 90% or greater complete but the construction is not complete or has not started, and the consultant is providing construction phase services?**
- A38. Projects should be 90% complete with the consultants contracted services.
- Q39. Should an electronic copy of the proposal fee schedule be provided on the thumb drive?**
- A39. No, this is not required.
- Q40. Please confirm that the virtual pre-proposal conference is scheduled for Thursday, June 18 and also clarify that the questions deadline date of Wednesday, June 10, which is before the pre-proposal conference, is correct.**
- A40. The pre-proposal conference is scheduled for June 18, 2026, as noted in the Invitation to Submit Proposals. The question deadline has been extended to July 10, 2026. See Revision R1.
- Q41. Does the County want "Completed Construction" projects only for the required Gwinnett County "comprehensive table of all projects completed for the County (for any department)," or should any project that has been completed from the designer's standpoint be included?**
- A41. Any project completed should be included.
- Q42. On Page 10, Item 2, the RFP states: This category will also be used to maintain, update and refine the County's stormwater infrastructure (SWMM) and floodplain (HEC-RAS) modes as needed. What software does Gwinnett County use for SWMM and is there a specific node number limit on the SWMM models?**
- A42. Gwinnett County currently uses PC SWMM 7.7.3920 Professional 2D. There is no node limit.

Please acknowledge receipt of this addendum on Firm Information Form on Page 47 of the proposal document. Failure to do so may result in your proposal being deemed non-responsive.

Thank you,

Anna West
Purchasing Associate II

Attachment 1 - Demand Services Spend by Category

		Contract spend (thousands of dollars)			
		2022	2023	2024	2025 (thru 8/31/2025)
Category A	Water and Wastewater Facilities and Pump Station Services	\$ 5,566	\$ 8,166	\$ 4,911	\$ 1,970
Category B	Water Line, Sewer Line, and Reuse Water Line Services	\$ 2,698	\$ 4,264	\$ 2,518	\$ 2,265
Category C	Watershed Services	\$ 617	\$ 1,409	\$ 1,741	\$ 556
Category D	Stormwater Infrastructure Services	\$ 1,265	\$ 1,475	\$ 1,044	\$ 376
Category E	Dam Services	\$ 759	\$ 1,336	\$ 1,443	\$ 1,456
Category F	Programmatic Rehabilitation Management Services	\$ 3,015	\$ 5,687	\$ 5,175	\$ 2,465
Category G	Asset Data Management Services	\$ 277	\$ 1,201	\$ 1,552	\$ 323
Category H	Strategic Asset Management, Planning, and Modeling Services	\$ 469	\$ 1,094	\$ 908	\$ 526
Category I	Specialized Support Services	\$ 1,274	\$ 4,228	\$ 2,617	\$ 2,437
	TOTAL	\$ 15,939	\$ 28,858	\$ 21,910	\$ 12,374