

July 10, 2026

**ADDENDUM #2
RP016-26
Consultant Demand Services on an Annual Contract**

I. Revisions

R1. Please extend the question deadline to July 15, 2026.

II. Questions

Q1. Can the County please clarify the binding requirements for the fee schedule? Should it be one bound copy or one unbound copy?

A1. Per the RFP, "The Proposer is to submit, in a separately sealed envelope, one (1) original copy of their Proposal Fee Schedule per category proposing." The fee schedule should be unbound.

Q2. For Category G, is the Prime Consultant submitting on the numbered or the bulleted items?

A2. For Category G, the consultant can propose on any services they are able to provide. Consultants can present on numbered categories and/or focused bullets if they feel they are best suited for a particular specialty area.

Q3. For Category G, does the minimum/maximum number of projects outlined on Page 20 pertain to the number of projects submitted per subcategory?

A3. The minimum/maximum projects listed are per Category. For Category G, the minimum/maximum projects are a total across all subcategories proposed.

Q4. Can Gwinnett County employees be used as project references?

A4. Yes, Gwinnett County employees can be used as project references.

Q5. For Category A, the SOW includes seismic refraction, which is usually handled by a geotechnical team. Since there is a separate contract for this, should the Category A consultant expect to coordinate this work, or will it be handled through the County's geotechnical contract?

A5. Consultants are not required to coordinate this work as the County can issue separate work authorizations for these services through the County geotechnical contract. If a lead firm has these capabilities, however, limited geotechnical investigations may be incorporated into project work authorizations.

Q6. For Tab C, please clarify what the County means by "levels of responsibility". Does this refer to each person's role in the contract? What level of detail does the County expect in these responses?

A6. "Levels of responsibility" refers to the key staff's role on relevant projects listed for their experience.

Q7. For Category G, please clarify if consultants have to provide all subpoints underneath each of the service areas identified? (e.g. under Business Operation & Strategy do consultants have to provide administration, human resources (HR), AND customer service or could consultants just provide administration and HR?)

A7. Please see A2 above.

Q8. Per Addendum #1, the County lists that 4-6 projects are “acceptable” across all service areas. Please clarify if it is up to the prime to choose whether to include 4-6 projects across all subcategories or per subcategory under Category G.

A8. Please see A3 above.

Q9. How does the County view teaming and subcontracting within Category G? Specifically, should specialty firms typically participate as a subcontractor to a prime consultant, or can they also be listed independently for subcategories like IT& Data Systems?

A9. No teaming is allowed under Category G. Specialty firms are encouraged to submit directly in the area(s) of their expertise.

Q10. How can consultants be added to the plan holders list/interested bidders list so that prime consultants assembling teams are able to get in contact?

A10. There is not a plan holders list for this solicitation. The pre-proposal conference sign-in sheet is included in this addendum. Please contact Anna.West@GwinnettCounty.com to be added to the vendor list for this solicitation to be notified of future addenda and other proposal information.

Q11. The RFP notes that projects cannot be showcased twice; however, would it be acceptable to showcase the same project but highlight two different areas of expertise? For example, show a large capital project design under Category A, but showcase grant funding support from that same project for Category G.

A11. Yes.

Q12. Per the RFP, Arial and Arial Black in 12-point font is required. Would Arial Narrow in 12-point font be acceptable?

A12. Arial Narrow font is not allowed for the body of the proposal, but can be used in tables, figures, and graphics.

Q13. Is it acceptable for the Principal-in-Charge in one category to be the Category Manager in another category? Also, is it acceptable for the Principal-in-Charge and the Category Manager to be the same person within one category?

A13. Yes, both of these situations are acceptable.

Q14. For Category G, please provide clarification regarding how SCADA-related services should be classified for proposal submission purposes. Please identify which Category G service area(s) SCADA services are intended to fall under (e.g. Information Technology & Data Systems, Project & Construction Management, or another listed service area.

A14. As indicated in the Category G description - "the work may include, but is not limited to the following service areas." The categories shown are intentionally broad. If a consultant wants to highlight SCADA experience, SCADA should be included in the proposal write up. Work authorizations may be awarded based on experience shown and will not be limited to category classifications or descriptors.

Q15. On Page 20, the RFP states: “Consultants will provide a minimum of four and a maximum of six projects in each category firm is submitting a proposal... For each experience sheet, the Lead Consultant and/or Subconsultants should provide the following required information...” If subconsultants are included as part of our proposal team, are we required to include project

experience sheets for those subconsultants? If so, does the same minimum and maximum of six projects apply to each subconsultant, or only to the Lead Consultant?

A15. The minimum/maximum projects listed are per Team. Sub-consultant and lead consultant projects will both count towards the total.

Q16. Are the Contractor Affidavit and Agreement, Code of Ethics, Firm Information Form, and Reference Form required only for the Lead Consultant, or must these forms also be completed and submitted by each subconsultant?

A16. The Contractor Affidavit and Agreement, Code of Ethics, Firm Information Form, and Reference Form are only required for the lead consultant.

Q17. For Category G, please confirm the total number of project sheets allowed per proposal submission. Specifically, if a firm were to submit for three service areas, would they be submitting 4-6 project sheets per service area with 12-18 projects total for section G? Or is it a 4-6 project cap for all three service areas?

A17. The minimum/maximum projects listed are per Category. For Category G, the minimum/maximum projects are a total across all subcategories proposed.

Q18. The scope description for Category G in the original RFP does not reference SCADA or instrumentation/controls/automation. Please clarify whether SCADA, I&C, and/or automation services are anticipated under this category, and if so, provide any relevant scope expectations.

A18. As indicated in the Category G description - "the work may include, but is not limited to the following service areas." The categories shown are intentionally broad. If a consultant wants to highlight SCADA experience, SCADA should be included in the proposal write up. Work authorizations may be awarded based on experience shown and will not be limited to category classifications or descriptors. No specific scopes of work have been developed at this time.

Q19. Reference: Page 19, Section IV, Tab A – Firm/Team Qualifications, Item 4 "Location of principal business office and local office(s) (within a 1-hour drive of Gwinnett County)" - Please clarify whether maintaining a physical office within a 1-hour drive of Gwinnett County is a mandatory minimum requirement for a proposal to be deemed responsive, or whether office location is evaluated as part of the technical scoring under Tab A.

A19. Staff accessibility to the County is important in many categories. A local office is not a requirement, but staff accessibility should be addressed in the consultant response.

Q20. Reference: Page 19, Section IV, Tab A – Firm/Team Qualifications, Item 4 - Please clarify the geographic benchmark used to determine the "1-hour drive." Should firms calculate drive time from their office to the Gwinnett Justice and Administration Center in Lawrenceville, the Department of Water Resources headquarters, the Gwinnett County boundary, or another County-designated location?

A20. The 1-hour distance should be measured from the Department of Water Resources central office located at 684 Winder Highway, Lawrenceville, Georgia 30045.

Q21. Reference: Page 19, Section IV, Tab A – Firm/Team Qualifications, Item 4 - Please clarify the applicable traffic standard for this calculation. Should firms use standard mapping software under normal traffic conditions, peak commute conditions, or another County-preferred standard?

A21. The 1-hour distance should be measured using normal traffic conditions.

Q22. Reference: Page 19, Section IV, Tab A, Items 6 and 7; and Page 20, Tab C – Staff Experience, Location, and Qualifications - For the requested employee counts supporting the Demand Services Contract, may firms include dedicated remote or hybrid professionals who live within the metro Atlanta service area and are directly assigned to support GCDWR work authorizations, or should firms only list employees who physically and permanently report to a brick-and-mortar local office?
A22. Hybrid/remote employees can be included in consultant employee counts.

Q23. Reference: Page 17, Section III, Service Category G – Specialized Support Services - For Service Category G, will local office presence be considered in context for professional support services that do not require continuous field presence, such as Business Operations & Strategy?
A23. Staff accessibility to the County is important in many categories. A local office is not a requirement, but staff accessibility should be addressed in the consultant response.

Q24. Reference: Page 17, Section III, Service Category G, Paragraph 4 - *"No teaming or partnering is permitted in this category, however, at Gwinnett County's discretion, consultants may be expected to participate on a specific project with other consultants..."* Please confirm that Category G proposals must be submitted by a single standalone prime firm without identified teaming partners or subconsultants. Additionally, please clarify whether the County may coordinate awarded Category G consultants with other awarded consultants at the individual Work Authorization level after award.

A24. Category G proposals should be submitted by a single consulting firm with no subconsultants. If a need arises to have multiple consultants on a Category G project, the County will coordinate separate scopes and work authorizations with each consultant.

Q25. Reference: Page 17, Section III, Service Category G, Paragraph 3 - *"A single consultant may provide one or more of the services listed above and is not expected to provide all services."* Please confirm that a firm may submit a targeted proposal for Service Category G focused on one or more specific service areas, such as Business Operations & Strategy, Human Capital Management, Training Presentations and Materials, Business Management, Operational Excellence, Customer Service Support, Policy Consultation, or Communications, and that firms are not required to demonstrate capability across all listed Category G services.

A25. A consultant may propose on as many, or as few, of the categories and subcategories included in Category G as they feel they can support.

Q26. Reference: Page 20, Section IV, Tab B – Firm/Team Experience; and Page 21, Tab F – References - For Service Category G, will the County accept and evaluate transferable past performance and references from federal, state, local, quasi-governmental, or public-sector-adjacent entities that demonstrates expertise in Category G services, even if the referenced projects were not performed specifically for a water utility or water-resources department?

A26. Yes.

Q27. Reference: Page 17, Section III, Service Category G – Specialized Support Services - Please clarify whether Category G work authorizations may include discrete professional support tasks, such as training materials, workforce policy consultation, operational process support, customer service support, internal communications, public-facing communications, or administrative improvement support.

A27. No specific scopes of work have been developed at this time, but Category G services will be solicited as needs arise in the County. Any of the above could be included in potential Category G Work Authorizations.

Q28. Under Tab C, please clarify what the County means by “levels of responsibility” in the key members table. Should this be interpreted as each individual’s proposed role and responsibility on the demand services team, such as Principal-In-Charge, Client Services Manager, Demand Services Category Manager, etc.?

A28. Please see A6 above.

Q29. The RFP requires Automobile Liability coverage for owned, non-owned, leased, hired, and borrowed vehicles. If a Category G consultant does not own company vehicles and does not provide transportation, field inspection, construction, delivery, or vehicle-based services, will hired and non-owned automobile liability coverage satisfy this requirement? Will automobile liability coverage be required at the time of proposal submission, within ten days of Notice of Award, or only prior to beginning a Work Authorization that requires travel, site visits, or vehicle use?

A29. If a business providing services to the County does not have a commercial auto policy, a hired and non-owned auto liability should be required to satisfy the coverage requirement. Gwinnett County will request all awarded consultants to provide a certificate of insurance within ten days of Notice of Award.

Q30. If a consultant is not required under Georgia law to maintain Workers’ Compensation insurance due to its employee count or business structure, will Gwinnett County accept a Workers’ Compensation exemption affidavit or other documentation of exemption in lieu of a Workers’ Compensation policy? For a Category G consultant that is legally exempt from Workers’ Compensation coverage, would Employer’s Liability coverage still be required, or would the County accept documentation of exemption from both Workers’ Compensation and Employer’s Liability requirements?

A30. No, Gwinnett County will not accept any documentation in lieu of a Workers Compensation policy.

Q31. Is there a recording available of the pre-proposal conference?

A31. Is there a recording available of the pre-proposal conference?

Q32. Please provide a copy of the pre-proposal conference sign-in sheet.

A32. The pre-proposal conference sign-in sheet is attached to this addendum.

Q33. Per Section I.C, the RFP requires one unbound original signed in ink. Will the County accept an electronic signature for the unbound original, or is a wet ink signature required?

A33. Yes, an electronic signature for the unbound original is acceptable.

Q34. For subconsultants included as part of the proposal team, please confirm whether any forms (e.g., affidavits, firm information, or certifications) are required to be submitted for subconsultants, or if all required forms are limited to the Lead Consultant.

A34. Please see A16 above.

Q35. The RFP requires submission of one electronic PDF version of the proposal. Please confirm whether there are any specific naming conventions or formatting requirements for the electronic file.

A35. There are no required naming conventions or formatting requirements for the electronic file.

Q36. Can the Principal-in-Charge also serve as the Demand Services Category Manager?

A36. Yes, the Principal-in-Charge may serve as the Demand Services Category Manager.

Q37. Under Tab B, the page limit notes that each project reference is limited to three (3) pages plus one additional 11" x 17" page. Please confirm whether the additional 11" x 17" page is permitted per project, or if only a single 11" x 17" page is allowed for the entire Tab B section.

A37. One additional 11" x 17" page is permitted per each project.

Q38. For those submitting for Category G, are consultants required to specifically call out the subcategories of work they would like to support? If consultants only call out one subcategory from the RFP that is listed under Category G in the proposal, will work be limited to that?

A38. The County encourages consultants to provide an overview of all services they wish to support. Work authorizations will be issued based on consultant experience.

Q39. Are consultants allowed to include Gwinnett project examples in the six project examples in Tab B?

A39. Yes.

Q40. If consultants want to show more than three references, can consultants duplicate the included form to show additional references?

A40. Yes.

Q41. Under Tab B – Firm/Team Experience (Page 20), the instructions for project experience sheets require both an initial and final schedule under the Budget and Schedule section. Can you please clarify what is being requested? Specifically, are you asking for the start and end dates of the initial and final schedules or are you requesting the actual schedule documents.

A41. Start and end dates of the initial and final schedules are sufficient; schedule documents are not required.

Q42. For Tab B – Firm Experience – How many projects per service area?

A42. Please provide 4 – 6 projects in total per Category submitted.

Q43. Attachment 1 includes numerous labor categories and classifications. Must proposing firms provide rates for all listed labor categories, or only those anticipated to support the proposed category.

A43. Yes, to appropriately compare consultant fees, rates must be provided for all labor rates for Service Categories A through F. For Category G only, firms can include rates relevant to their proposed services only, other labor rates can be left blank. However, only rates included in the original proposal will be authorized under a final contract, if awarded.

Q44. May proposing firms include additional labor classifications beyond those identified in Attachment 1 where appropriate for specialized services?

A44. No, only designated labor categories will be allowed. Consultant staff should be placed in the best-fit labor category for their experience.

Q45. Please clarify whether tab dividers, table of contents, cover sheets, and *required forms* count toward the tab-specific page limits identified in Section IV.

A45. Tab dividers, table of contents, cover sheets, and required forms do not count toward the tab-specific page limits.

Q46. Please clarify the intended role and responsibilities of the "Demand Services Category Manager" identified in the proposal requirements.

A46. The Demand Services Category Manager will serve as the primary contact to initiate proposals for work authorizations under the contract. They should coordinate all active work authorizations under a category and participate in regular project status meetings with the County. This is not intended to be a billable role.

Q47. May firms include a common appendix referenced across multiple tabs or must all supporting materials be fully contained within the applicable tab page limits?

A47. All supporting materials should be fully contained within the applicable tab page limits.

Q48. For firms submitting proposals under multiple service categories, does the County anticipate any preference for consistency in project management and client service personnel across categories to support coordination and continuity of service?

A48. This is a business decision of the proposing firm.

Q49. Category D - Will the lead consultant be responsible for delivering all work products associated with each task? For example, geotechnical services are often required as part of dam-related projects. It is noted on page 2 of the RFP that there is a separate annual contract for Miscellaneous Services, which includes geotechnical services. Please clarify whether such services are expected to be provided by the lead consultant under this contract, or if they will be procured separately through the Miscellaneous Services contract?

A49. Consultants are not required to provide Geotechnical work as the County can issue separate work authorizations for these services through the County geotechnical contract. If a firm/team has these capabilities, however, limited geotechnical investigations may be incorporated into project work authorizations.

Q50. For Category G, is it acceptable to submit 4-6 projects for each subcategory the firm is submitting on?

A50. Please see A3 above.

Q51. Page 29 of the RFP states, "Contractor shall provide evidence of insurance for at least the coverage and amounts set forth below." Are submitting firms to include sample insurance certificates in the proposal? If so, what proposal section should they go in? There is only mention of providing a statement in the cover letter that firms can meet all insurance requirements.

A51. A certificate of insurance does not have to be submitted at the time of proposal; however, consultants will be required to provide a certificate of insurance that meets the contracted requirements upon request after award.

Q52. The RFP indicates that one (1) unbound original and five (5) bound copies are required. Please confirm whether there are any specific requirements or restrictions regarding the type of binding for the copies (e.g. three-ring binders, spiral binding, etc.).

A52. No specific binding is required or restricted.

Q53. For the Gwinnett County project list in Tab F, if the respondent served as a subconsultant on a Gwinnett County project under another prime firm, is it acceptable to provide the prime firm's point of contract in lieu of the Gwinnett County Project Manager where direct County contact information is not available?

A53. Yes, but please identify the project name and the Department served.

A54. On page 50 of the RFP, under Section II. Delivery, it is noted that two things must be addressed in the proposal: A. Each vendor should state time of proposed delivery of goods or services. B. Words such as "immediate", "as soon as possible", etc. should not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) should be stated. If calendar days are used, include Saturday, Sunday, and holidays in the number. This seems to be requiring respondents to submit a detailed project schedule, however, the schedule will depend on details of the exact nature of a particular task order project(s), which at this point is unknown. Given this, what does the County want to see from proposers regarding this section on Page 50? How should proposers respond? Please clarify.

A54. The General Instructions for Vendors found on page 50-59 are the standard Terms and Conditions for most of Gwinnett County procurements and are only associated when applicable to the contract. Delivery may be requested by DWR from the awarded consultants for each individual project.

Q55. The RFP references the Client Services Manager as part of the proposed team but does not define the specific duties associated with the position. Could the County clarify the expected responsibilities, level of authority, and interaction with the County for this role?

A55. The Client Services Manager should have the authority to commit the necessary resources of the company to support projects in the Service Category. They should have signatory authority to sign work authorizations for the firm. The Client Services Manager will serve as a point of escalation the County if project or contract issues arise. This is not intended to be a billable role.

Q56. On page 55, Item XVI. Non-Collusion, indicates that an affidavit of non-collusion shall be executed by each vendor, however, there is not an affidavit included in the RFP. Is the signature and date on the Firm Information form on Page 47 satisfy this requirement or will there be a form provided at a later date?

A56. Yes, the signature and date found on the Firm Information form will satisfy this requirement. No other Certification of Non-Collusion in Proposal Preparation form will be provided by Gwinnett County.

Q57. For the Table referenced in Tab F for "a comprehensive table of Gwinnett County projects," what level of detail does the County want (e.g., Contracts, Work Authorizations or Work Orders)?

A57. The table should be project specific, listing individual work authorizations or work orders completed, the associated County project manager, County Department, and the firm's project manager.

Q58. Tab B is limited to three pages per project plus an optional 11x17. If a respondent does not use the entire page limit, is it acceptable to showcase supplemental overall project evidence?

A58. No, extra pages cannot be reallocated to show additional information.

Q59. Is there any limitation on using the same Tab B projects between Categories if relevant to multiple Categories?

A59. Projects can be used in multiple categories, but the relevant portion of the work should be highlighted specific to each category.

Q60. How many awards are anticipated for each category?

A60. Gwinnett County intends to select a minimum of three (3) firms under each of the Service Categories. Given the different types of specialized services submitted for Service Category G, there is no specified minimum or maximum number of firms to be selected under Service Category G. The

minimum numbers noted above are not guaranteed, Gwinnett County reserves the right to award to a smaller or larger number of firms, if in the County's best interest.

Q61. Would general architectural/engineering facility renovations and repairs be listed under Service Category G?

A61. Yes.

Q62. Would it be possible for a firm to be considered for Category D – Dam Services if the firm's application for EOR through the GAEPD Safe Dams Program is pending/under review at the time of Proposal submittal?

A62. The County will review staff qualifications submitted, but availability of an EOR on your team will be taken into consideration in scoring, as an EOR is required for design/inspection of category 1 dams in Georgia.

Q63. Tab B - Firm/Team Experience: The list of items required for each project seems specific to engineering. If a firm is submitting for surveying only, which portions of the project sheet information should be submitted? Is it acceptable to put N/A for items related to engineering?

A63. If required project sheet information is not relevant to the submitting firm's project, please list them as N/A.

Q64. If only responding to Category G, does the submitting firm need to provide all rates, even if engineering services will not be provided?

A64. For Category G only firms can include rates relevant to their proposed services only, other labor rates can be left blank. However, only rates included in the original proposal will be authorized under a final contract if awarded.

Q65. Can subconsultants be on more than one team within the same service category?

A65. Yes, subconsultants can be on more than one team within the same service category.

Q66. Is it okay to use the Gwinnett County logo in proposal submittals?

A66. Gwinnett County will not provide the County's logo and consultants should not use within submitted proposal documents.

Q67. For Tab B – If a firm has previously provided surveying services for other engineering firms for Gwinnett County Projects, does the County want to see these projects listed even though they were not performed for the County directly?

A67. Yes, please reference the firm, project name, and the Department in which the company provided sub-consulting services under in the table

Q68. How many copies of the Fee Proposal are required? Is this the same one unbound, five copies, and one USB as it is for the technical proposal?

A68. Only one (1) copy of the fee proposal is required to be submitted. It should be provided in a separate, sealed envelope.

Q69. Category G - Are there corresponding Labor Categories for those offerings in the Fee Schedule? If there are, would the County provide multiple labor rates correspondingly?

A69. Please see A43 above.

Q70. Are different variations of Arial font acceptable as long as it meets the minimum font requirements (Arial Narrow, Arial Narrow Italic, Arial Narrow Bold, Arial Bold, Arial Italic, Arial Black, etc.)?

A70. Arial Narrow, Arial Narrow Italic, and Arial Italic font is not allowed for the body of the proposal, but can be used in tables, figures, and graphics. The intent behind the font requirements is to be fair in allotting the same response space to all firms, as such, font within the body of the proposal should not be any more narrow than a standard Arial font. Arial Bold and Arial Black are acceptable.

Q71. Does the Arial font requirement also apply to the project sheet examples?

A71. Yes, the Arial font requirement also applies to the project sheet examples.

Q72. Please clarify if the use of Arial Narrow is acceptable and not just limited to figures and graphics.

A72. Please see Q70 above.

Q73. For Category G, please clarify if firms need to provide all subpoints noted underneath one of the service areas identified in the RFP? (e.g. under Business Operation & Strategy, do firms need to provide administration, human resources (HR), and customer service or can a firm just provide administration and HR?)

A73. A consultant may propose on as many or as few of the categories and subcategories included in Category G as they feel they can support.

Q74. Do consultants need to be onsite? Should consultants be local to the metro-Atlanta area? Should consultants be local to Gwinnett? Does the County consider offshore or nearshore resources?

A74. In some cases, consultants may need to be available onsite. Staff accessibility to the County is important in many categories. A local office is not a requirement, but staff accessibility should be addressed in the consultant response..

Q75. Does the proposal require ink signature in the cover letter for each person named there?

A75. No, an ink signature is not required in the cover letter for each person named.

Q76. Is Arial Narrow font acceptable to use on the staff resumes? Please clarify the answer provided in Addendum #1.

A76. Please see Q70 above.

Q77. Is it possible to get a list of the awardees of the previous RFP in all categories?

A77. This information is available in the County's annual contracts listing at: [Purchasing Annual Contracts - Gwinnett County - Gwinnett](#) .

Q78. Does the Firm Information Form need to be completed for each team member including subs or just the lead firm?

A78. The Firm Information Form only needs to be completed by the lead firm.

Q79. Per the References form provided in the RFP on page 28, Gwinnett County requests a minimum of three references. Please confirm that firms can duplicate this form if consultants choose to provide additional references for similar size and scope projects.

A79. Yes, the reference form may be duplicated.

Q80. Can a firm include a key team member's project write-up from a previous firm if it is clearly identified as such? This would be helpful for small businesses that may not have six projects for a specific service area but have highly experienced staff.

A80. Per the Request for Proposals, "The project experience sheets must demonstrate the consulting firm's experience and not an individual employee's experience with another firm." Projects completed with a previous employer can be included within Tab C – Staff Experience.

Q81. In Category G, under Project & Construction Management and Peer Review, regarding the sub-item of "Peer Review: Expert opinions and peer review of plans/proposals from other consultants," is this peer review only related to engineering plans/proposals by engineering consultants?

A81. Peer review work authorizations could include review of engineering plans, reports, technical memorandums, specifications proposals, contracts, change orders, or other services as needed.

Q82. Does the County anticipate using Category G consultants as stand-alone providers, or primarily as support to engineering and infrastructure projects?

A82. Category G projects are most often stand-alone projects, however at Gwinnett County's discretion, consultants may be expected to participate on a specific project with other consultants in this or any other category.

Q83. The RFP requires the cover letter to be signed by the Lead Consultant Principal-in-Charge, the Client Service Manager, and the Demand Services Category Manager. Please confirm if these signatures shall be wet ink signatures or if a scanned signature can be used.

A83. Please see Q75 above.

Q84. The rate schedule provided in the RFP does not include line items for several of the Subsurface Utility Engineering (SUE) and survey services within our scope of qualifications. To present our full range of capabilities, may firms submit a supplemental rate sheet covering the SUE and survey categories not listed in the County's schedule? It would be formatted to match the structure of the provided rate sheet for consistency in review.

A84. Per the Request For Proposals (III. DESCRIPTION OF SERVICES) "Subsurface Utility Engineering (SUE) investigations under this contract are limited to Quality Levels B, C, and D only as defined in CI/ASCE 38-02 Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." Labor rates for all services must fit within the labor categories provided in the Fee Schedule. SUE investigations outside of Quality Levels B, C, and D must be provided through the County's Construction Materials Testing Contract.

Q85. Under Tab C, the RFQ requests a separate table summarizing "all key members of the project team." Could the County clarify which roles are intended to be included in this table? Specifically, may we limit the table to core leadership positions such as the Principal-In-Charge, Client Services Manager, Demand Services Category Manager, and Project Managers, with other supporting roles (e.g., SMEs, QA/QC Managers, Lead Design Engineers) identified within the organization chart?

A85. The proposed organization chart should include the Principal-In-Charge, Client Services Manager, Demand Services Category Manager, Project Managers, Subject Matter Experts, QA/QC Managers, and Lead Design Engineers for each discipline. The separate table to show all key members is intended to highlight these roles in addition to other staff you feel will be key to implementing work authorizations under your contract if awarded.

Q86. Given the size and complexity of the proposed team, would the County consider allowing one additional page within Tab C dedicated exclusively to a staff listing that identifies each team member and their proposed labor category? This would allow firms to present the full team clearly while keeping the organization chart legible and aligned with the intent of the requirement.

A86. No, the page limits provided are consistent with limitations from past contracts.

Q87. On page 18, the RFP states: The cover letter should be signed by the Lead Consultant, Principal-in-Charge, the Client Services Manager, and the Demand Services Category Manager. Given that multiple signatures are required, are electronic signatures acceptable? Coordinating ink signatures may be challenging if signatories are in different locations. Additionally, accommodating last-minute revisions due to a late addendum could further complicate obtaining original signatures.

A87. Please see Q75 above.

Q88. During the pre-proposal meeting, it was discussed that all labor categories should have associated rates included in the fee schedule, including those performed by subconsultants. Please confirm whether this requirement also extends to the organizational chart (i.e. should all subconsultant roles represented in the org chart also correspond directly to the defined labor categories in the fee schedule?

A88. The proposed organization chart should include the Principal-In-Charge, Client Services Manager, Demand Services Category Manager, Project Managers, Subject Matter Experts, QA/QC Managers, and Lead Design Engineers for each discipline. Staff should be included for lead firm and sub consultants.

Q89. Can firms add roles on the fee schedule that are not already listed?

A89. No, roles should not be added on the fee schedule.

Q90. Regarding the sample agreement, page 54 of the RFP states that exceptions to the sample agreement should be submitted with proposal responses; however, page 5 of the RFP states that no modifications to the agreement will be permitted. Please clarify whether exceptions to the sample agreement should be submitted at the time of submittal or whether the agreement will be open for negotiation at the time of award?

A90. Any exceptions to the RFP should be included with submitted proposal in an obvious and collective manner for review.

Q91. Page 40: Clause 14: If a firm is selected for this work and have included subconsultants on our team, do the selection indicate approval by GCDWR or will additional written approval be required?

A91. If a subconsultant is included in the proposal, no additional approval is needed to include them in work authorization.

Q92. General Conditions: There is no limitation of liability or waiver of consequential damages identified. Would the County entertain the addition of this?

A92. Please see A90 above.

Q93. Page 42: Annual Consultant Contract - Clause 3: The clause requires firms to perform in a 'workman' like manner. This language applies more to contractors and their work, not design and engineering professionals. Can this be modified or stricken?

A93. Please see A90 above.

Q94. Annual Consultant Contract - There is no limitation of liability or waiver of consequential damages. Would the County entertain the addition of this?

A94. Please see A90 above.

Q95. Page 52, General Instructions for Vendors, Terms and Conditions – Clause IX. Please confirm a bid bond is not required as not customary for professional engineering services.

A95. Bonds are not required for this contract.

Q96. Page 53, General Instructions for Vendors, Terms and Conditions – Clause XII. Please confirm if this provision is relevant to the scope of services.

A96. Please see A54 above.

Q97. Page 58, General Instructions for Vendors, Terms and Conditions – Clause XXXII. As written the indemnification clause is extremely broad. Would the County be willing to revisit?

A97. Please see A90 above.

Q98. Please confirm whether firms are required to provide hourly rates for every listed labor category or if it is acceptable to indicate N/A for labor categories that are not applicable to the services being proposed are not included in the organizational chart.

A98. Please see A43 above.

Q99. On page 22, Tab - F References, it states that the Consultant should provide "a comprehensive table of all projects completed for the County." Please clarify whether this refers specifically to projects awarded directly by Gwinnett County, or if it also includes projects performed within Gwinnett County for other clients.

A99. Yes, please reference the firm subconsultant services were provided to in the table.

Q100. Page 29: Insurance: In the second to last line of the opening paragraph, can "modification" be revised to "reduction in limits" as this is very broad?

A100. No, the insurance verbiage will remain the same.

Q101. Page 29: Insurance: While COIs can be provided, the policy is proprietary and confidential and cannot be provided. Can the last sentence of the intro paragraph be deleted and replaced with "Upon request Contractor shall provide the County with all required insurance certificates"?

A101. Please replace the last sentence of the first paragraph under Insurance Requirements to state: *Upon request Contractor shall provide the County with all required insurance certificates. Gwinnett County also reserves the right to request a copy of the insurance policy if it is deemed necessary with regard to the insurance coverage required.*

Q102. Page 30: Builder's Risk Insurance or Installation Floater: This is not applicable for professional engineering services, please remove.

A102. Builder's Risk Insurance or Installation Floater Insurance is not required for this contract and should be removed.

Q103. Please confirm that consultants submitting under Category G - Specialized Support Services only are only required to provide fee schedules and labor rates applicable to the specialized services proposed under Category G. Some firms do not maintain in-house inspection,

GIS, or certain technical specialty staff associated with other service categories. Please confirm that rates for services outside of applicable Category G offerings are not required.

A103. Please see A43 above.

Q104. "A separate table to show all key members and their locations, degree, professional registrations, certifications, total years experience and years with firm, levels of responsibility must be provided" Can this table be on an 11 x 17 page too? Does it have to be on the same page as the Org Chart, or can it be separate?

A104. A separate table would be acceptable, but it must fit within the page limitations of Tab A.

Q105. The RFP requires one (1) unbound original proposal. Would the County consider the original proposal to be "unbound" if it is submitted in a three-ring binder, or should the original remain completely unbound?

A105. The original should remain completely unbound. A binder clip can be used to secure the pages.

Q106. Can firm's submitting for Category G - Specialized Support Services just provide rates for the job classifications that would be utilized for the specialized services and not for the classifications that are not relevant?

A106.

Please see A64 above.

Q107. Please clarify if all labor rates need to be submitted for categories of services even if they are not supplied by the submitting firm. For instance, under Category G, if a firm is only submitting for Architecture, Landscape Architecture, and Survey Services, would rates have to be provided for labor categories not included in the scope of services such as Videographer?

A107. Please see A43 above.

Q108. Please clarify if a primary consultant firm can also be a subconsultant for another firm in the same category.

A108. Yes.

Q109. Can additional resumes outside of the key personnel be put in an appendix?

A109. All resumes should be provided in Tab E for any staff key to the project. Additional data provided in an appendix will not be reviewed or considered in scoring.

Q110. Based on the volume of content across all organizational charts in each category, would an additional page be allowed to display all labor categories?

A110. Only one organizational chart is required per category submission. Organizational charts will be allotted one 11 x 17 sheet. This is consistent with past proposals.

Q111. During the pre-proposal meeting, it was stated that GCDWR would like firms to provide rates for every labor category listed in the Fee Schedule. While firms understand the need to compare rates, there are professional classifications for services that will not be required for every category. For example, the services of a Desktop Support IT Systems Analyst would not be required for a project in Category A or B. Can firms provide hourly rates for labor categories that will be used in the service area they are submitting in?

A111. For Categories A through F, all labor rates must be provided.

Q112. In the service category description for Category B on page 8 of the RFP, the only service listed for easements is survey but there is a labor category for an Easement Acquisition Specialist in the Fee Schedule. Is easement acquisition support required for Category B?

A112. Only "surveys for definition of easement areas" are required services included in Category B. Easement Acquisition Support is included in Category G. For Categories A through F, all labor rates included on the Fee Schedule form must be provided.

Q113. This proposal will take time for printing and binding since many firms are submitting in multiple categories. Questions can be asked until July 10, 2026 and the proposals are due on July 29. Please provide a date when the final addendum will be issued so firms can begin printing without concern for additional changes.

A113. Gwinnett County anticipates issuing the last addendum on July 24, 2026; however, other addenda may be issued with time extension.

Q114. Can a firm be a subconsultant in another category if they are submitting as prime in Category G?

A114. Yes.

Q115. Please confirm that firms can submit additional pages in Tab B – Firm/Team Experience of Gwinnett County projects.

A115. Tab B responses are limited to just project descriptions and the Gwinnett County project list. Per the RFP, "Each project reference will be limited to 3 pages per project plus 1 additional page at 11" x 17" (4 pages total) if needed. There is no limit to pages for Gwinnett County project list."

Q116. Can firms submit a bulleted list of additional projects in Tab B – Firm/Team Experience?

A116. See A115.

Q117. Can firms submit a bulleted list of additional projects in Tab A – Firm/Team Qualifications?

A117. Yes, as long as it fits within the Tab page limits.

Q118. Can the project examples requested in Tab B consist of on-call contracts that include multiple task orders of similar scope and complexity, or is the County specifically seeking stand-alone projects or individual task orders?

A118. Project examples should be at the individual project or work authorization level to provide adequate detail to the review team.

Q119. If on-call contracts are permitted as project examples in Tab B, may the cost and schedule information be based on one representative task order, or does the County prefer that this information be provided for all task assignments highlighted within the project example?

A119. Please see A118 above.

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

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