



**Henry County
Purchasing Department
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ADDENDUM #1

Issued May 29, 2019

RFQ # 19-36

On-Call Engineering Design Services for the Stormwater Management Department

OPENING: 3:00 PM, June 5, 2019

The following items take precedence over referenced portions of the documents for the above-named project and in executing a contract, will become a part thereof. Where any item in the documents is supplemented hereby, the original requirements will remain in effect. All supplemental conditions will be considered as added thereto. Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

This Addendum #1 must be signed and attached to proposal to acknowledge receipt of Addendum.
Failure to acknowledge any addenda will result in a non-responsive bid.

Company's Name

Date

Authorized Representative's Name

Authorized Representative's Signature

Bid #19-36
On-Call Engineering Design Services for the Stormwater Management Department
Questions and Answers

1. **Question:** Can sub-consultants qualify the proposer for some of the required GDOT Area Class pre-qualifications?
Answer: Yes.
2. **Question:** While we will definitely assign our own personnel to this on-call contract, are we allowed to have another firm acting as a sub to augment our in house resources if needed?
Answer: Yes, the sub-consultant shall be GDOT prequalified.
3. **Question:** Can Section 2 Experience and Qualifications and Section 3 Experience be consolidated into one section?
Answer: Please see revision.
4. **Question:** Do all drainage projects need to be GDOT projects?
Answer: Yes.
5. **Question:** 1. One of the GDOT pre-qualified categories you reference as a requirement is 3.09 (Traffic Control Systems Analysis, Design and Implementation). Since this does not directly relate to stormwater management and design work, is there work planned in this pre-qual category specifically related to RFQ #19-36?
Answer: Area Class 3.09 will not be required.
6. **Question:** Can we submit double sided proposals in order to fit the 1/2” binder requirement?
Answer: Yes.
7. **Question:** Would you consider a 2 week extension for this RFQ?
Answer: No.
8. **Question:** On page 9 of the RFP, it is stated that “The consultant shall be pre-qualified by GDOT in the following Highway Design Roadway area classes: 3.03, 3.07, 3.09, 3.12, and 3.13.” Please clarify the definition of the term consultant. Are you referring to the prime consultant only, or can a sub-consultant satisfy one of these area classes if the prime consultant does not?
Answer: Area Class 3.03, 3.07, 3.09 and 3.13 will not be required
Adding: Area Class 3.01, 3.02, 4.01(a), 4.01(b), 4.02, 4.04, 4.05, 5.01, 5.02, 6.02 and 9.01 shall be required.
9. **Question:** Can you please clarify what is expected for the references? It seems like the same thing is asked multiple times, we just want to make sure we are compliant. If possible, just let us know if we need to put the same information in all sections, can we make reference to them being is just one section, or are some of the items not needed?
 - a. Page 12, Section 1, D: This section ask us to provide a minimum of three references
 - b. Page 13, Section 2, B, 5: This section ask for references for the projects listed
 - c. Page 13, Section 2, B, 6: This section ask for 2 letter references
 - d. Page 13, Section 3, A: This section ask for Client’s project manager contact info.**Answer: RFQ will be revised to eliminate duplication.**

10. **Question:** 2. Can you please clarify what is expected for the similar experience? It seems like the same thing is asked multiple times, we just want to make sure we are compliant. If possible, just let us know if we need to put the same information in all sections, can we make reference to them being in just one section, or are some of the items not needed?

a. Page 13, Section 2, B: This section ask for no more than 10 and no less than 5 similar projects.

b. Page 13, Section 3, A: This section ask for similar projects in the last 5 years

Answer: See Answer for Question #9.

11. **Question:** Page 13, Section 2, E and Section 3, B seem to be asking similar questions. Can you please clarify what exactly the county is looking for in each section, or should one section be removed?

Answer: See Answer for Question #9.

12. **Question:** 4. Page 7, 17 – Indemnification
This section currently reads as followed:

a. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.

b. The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

We ask the county to consider the following recent House Bill that was signed into law by Governor Nathan Deal, the "Defense" clause as it is known is no longer legal. PROHIBITING THE USE OF BROAD FORM INDEMNIFICATION AND DUTY TO DEFEND CLAUSES IN GEORGIA: House Bill 943 (HB 943) is a bill prohibiting the use of broad form indemnification and/or duty to defend clauses in contracts for engineering, architectural and/or land surveying services. The bill was signed into law by Governor Nathan Deal on April 26, 2016.

Answer: This was reviewed by an ACCG affiliate and no changes to the indemnification statement are needed.

13. **Question:** It would seem that there is some overlap with questions on Section 2b and Section 3a. Please clarify the intent of each section so we may accurately address our response.

Answer: See Answer for Question #9.

REVISION: The following section has been revised:

SECTION III - SUBMITAL FORMAT

INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

The Statements of Qualifications must be submitted in accordance with the “General Instructions, Terms, and Conditions” and must be responsive to all requested information. **All** information should be submitted in **one (1)** unbound clearly marked “**Original,**” **six (6) bound complete copies** and **one (1) electronic copy** in CD or DVD format (as Adobe PDF files or as Microsoft Word or Excel formats) of the qualifications documents are to be submitted. All submittals must be on standard (8 ½” x 11”) paper and manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the submittal. The pages of the qualification submittals must be numbered. Any exhibits, affidavits or other enclosure information called for may be included with the required forms in the Appendix section. Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

Section 1 – Description and Resources of Firm

- a. Transmittal Letter - A signed letter of transmittal briefly stating the respondent's understanding of the request for qualifications, a statement why the respondent believes itself to be best qualified to perform On-Call Engineering Services for Henry County, and a statement confirming the respondent's commitment to enter into a contract and perform work assigned as a result of this RFQ.
- b. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualifications statement shall include information about the parent company and branch office separately. Identify office from which project will be managed. Provide form of ownership, including state of residency or incorporation, and number of years in business.
- c. Briefly describe the history and growth of your firm(s). Provide general information about the firm’s personnel resources, including disciplines and numbers of employees and locations and staffing of offices. Provide backlog curve and availability charts for the Project Manager and any other key personnel.
- d. References - Provide a minimum of three clients, addresses, and contact persons for whom similar services have been performed.
- e. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
- f. Provide a Statement of Disclosure, which will allow Henry County to evaluate possible conflict of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent’s involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
- g. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
- h. Has the firm ever been removed from a contract or failed to complete a contract as assigned?

Section 2 – Experience and Qualifications

- a. Provide professional qualifications and description of experience for principal project staff, including those of the staff that will lead in the stakeholder involvement and community engagement efforts. The project manager’s resume must be included. *(At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who are being proposed for services to Henry County. If the firm is selected as a finalist, Henry County may request detailed information on the exact proposed expanded team and their relevant experience.)*
- b. Provide information on the firm’s experience with projects of similar type, size, function and complexity. Describe no more than ten (10) and no less than five (5) accounts, in order of most relevant to least relevant, which demonstrates the firm’s capabilities to perform services for Henry County. For each account, the following information should be provided.
 - (1) Client name, location and dates during which services were performed.
 - (2) Clear description of overall project and services performed by your firm.
 - (3) Exact length of service performed by your firm and overall project budget.
 - (4) Client(s) current contact information.
 - (5) Letters of reference from at least two (2) of those clients for whose projects were of similar size and scope. (Letters of reference should describe the work completed and contain some specific examples on how quality products were delivered on schedule and within budget.)
- c. Provide a one (1) page Organization Chart.
- d. Provide proof of GDOT Highway Design Roadway pre-qualifications have been met for the respective area classes. A copy of the firm’s “Notice of Professional Consultant Qualifications” must be submitted. The Notice must be current by the deadline stated for this RFQ.
- e. Provide any information that may serve to differentiate your firm from other firms in ability for and approach to the type of design services. Furnish evidence of the firm’s fit to the needs of Henry County and any special or unique qualifications for this type of design work. Supply current and projected workloads, and logistical capabilities for working in proximity to project location.

Section 3 – Quality Assurance

Provide description of firm’s quality assurance/quality control processes to ensure accuracy and integrity of services in the timely delivery of projects while avoiding mistakes and obstacles. Show personnel needed to implement this phase.

Section 4 - Documents and forms required by the County

Please provide all other documents and forms not included in the above sections.