



May 02, 2024

**Addendum No. 3  
RP013-24**

**Provision of Transit Demand Professional Services on an Annual Contract**

The following addition/changes modify the Proposal No. RP013-24 Provision of Transit Demand Professional Services on an Annual Contract” Contract Documents, dated April 2024, as first advertised on April 10, 2024.

**I. Modifications:**

M1. Please replace 7. References on page 7 of the RFP document with the following:

*Provide a minimum of five (5) public sector client references of similar scope, including identification of the client, contact name (current), and contact information including telephone number, email address, and specific project/services. All references should be verified for current contact information prior to submission. No more than one current Gwinnett County reference can be used. **Gwinnett County will make no more than two (2) email attempts.** If a reference does not respond to attempts at verification, the Consultant shall receive no points for that reference. It is the responsibility of the proposed Consultant to verify the contact information and availability of references prior to the submission of the proposal(s).*

**II. Questions:**

**Q1. If a vendor’s prequalification application is submitted to GDOT before the proposal is due, is that acceptable? Assuming the vendor will be prequalified prior to the contract award.**

A1. The solicitation has been updated to clarify that GDOT prequalification’s are not required for this proposal. Therefore, vendors do not need to submit their prequalification application to GDOT before the proposal is due. The qualifications have been updated with the following and are applicable to Categories A & B. Qualifications:

*All vendors with the intent to provide services related to activities such as feasibility studies, preliminary engineering, design, architectural services, engineering services, surveying, and mapping, research, planning, development, design, construction, alteration, or repair of real property, studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, conceptual designs, preparation of plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, and preparation of operation and maintenance manuals **must be provided by professionals duly licensed, registered, or certified to offer such services or must be overseen or directly carried out by individuals who possess valid licenses, registrations, or certifications for those services.***

- Q2. Is the Certification of Non-Collusion part of the Fee Schedule documents? Asked because of its placement in the Table of Contents and within the RFP.**
- A2. The certification of non-collusion should be submitted in the proposal documents, not in the separately sealed fee schedule.
- Q3. Re: 7. References: Where can we find the customer reference forms cited on page 7? Also, may we assume the 5 references are for the Prime consultant only?**
- A3. Please see M1. above.
- Q4. Please confirm that the Prime Consultant is to sign ALL forms except the Subcontractor Affidavit.**
- A4. Yes, that is correct.
- Q5. What forms, in addition to the Subcontractor Affidavit, are our subconsultants required to execute?**
- A5. That is the only form to be filled out by any subcontractors.
- Q6. Re: 1.G – Cover Letter - What does the County mean by “note the specifications regarding the Proposal”.**
- A6. To clarify, "Note the specifications regarding the Proposal" refers to the requirement for proposers to indicate the specific category the consultant is submitting the proposal for. Note: Each category must have its own dedicated proposal.
- Q7. Are consultants to include the pages containing the Federal Clauses in the response, or just the signed certifications?**
- A7. Consultants should submit the signed certifications within their proposal(s).
- Q8. The instructions for acknowledging addenda are a little confusing. In Addendum 1, we are instructed to acknowledge the addendum on the Firm Information page, but there is no accommodation for this acknowledgement on that form. On page 54, item III. Explanation to proposers’ states “Receipt of addenda should be acknowledged in the proposal”. On that same page, item IV. Submission of Proposals states “Any addenda should be enclosed in the sealed envelopes, as well”. Please clarify.**
- A8. Please see attachment A1 to be included in consultants’ proposal(s) for acknowledgement of any addenda issued.
- Q9. On page 3, section B it states “Subconsultants’ resumes and project references should be provided”. By “project references” does Gwinnett County mean to provide project descriptions in the Firm Experience section with the required contact information and/or client references provided in the References section?**
- A9. Yes.
- Q10. Are original forms required in addition to the Contractor Affidavit as specified on page 53, item I.E.?**
- A10. Original forms of the contractor affidavit and code of ethics forms should be submitted in the unbound original proposal and can be copies of the forms in the other proposal copies.

**Q11. Regarding the Fee schedule, does the County want a Fee Schedule for each category of work?**

A11. Yes, a fee schedule for each category should be submitted separately.

**III. Attachments:**

A1. Addendum Acknowledgement Form

Acknowledge receipt of this addendum on the attached addendum acknowledgement form.  
Sincerely,

Brittany Bryant, CPPB  
Purchasing Associate III

**Addendum Acknowledgement Form**

Consultant has examined the Proposal Document Package, including REQUEST FOR PROPOSAL and Instructions to proposers, and following addenda:

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

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**COMPANY NAME** \_\_\_\_\_