



May 14, 2024

**Addendum No. 5
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. Questions:

Q1. Please confirm Submittal for the prime – resume for every single person listed as support staff.

A1. Firms should submit resumes for key staff (**under the prime or subconsultant**) planned to work under the contract with emphasis on key personnel.

Q2. Can we submit rates and work our direct expenses on a per task basis?

a. If directs are preferred in the loaded rates, is there a multiplier that you look for submitters to use?

A2. No, only the final rate will be used. The rates can include what is listed and can also be found on page 10 of the RFP which outlines the below.

Fee Services

Proposers shall submit hour rate in a separate envelope. Hourly rates must be provided for all potential labor categories involved in the provision of professional services for the specific service categories for which the firm is qualifying. All overhead, profit, and direct charges such as but not limited to document reproduction, photographic work, photo reprographic service, postage and shipping, computer usage expenses, transportation (including mileage) must be rolled into the hourly rates. All subconsultant fees are to be billed at rates identified in the fee schedule.

Gwinnett County reserves the right to negotiate all hourly rates prior to the award. Also, please see page 28-29 which has the proposed title for rates to be included as well as additions.

Q3. Should all rates fall in rate categories, or is there a need to provide specific names/titles of key personnel?

A3. Yes, all rates should fall within the category the firm plans to submit a proposal on. The category titles should reflect what is within the RFP on page 28-29 and can list any additional category titles seen necessary. The rates will remain consistent throughout the year until the renewal. Note: Contract renewals are not guaranteed.

Q4. For qualifications/experience, are consultants allowed to submit five full write-ups and a summary table? If so, how many pages are we limited to for the summary table?

A4. Yes, firms are allowed to submit five full write-ups and a summary table. Reference page 8: Firms may do a chart as a summary and/or full write-up on key relative projects. If full project write-ups are provided, provide not more than five (5) specific projects (preferably similar in scope and complexity to the service category for which you are submitting a proposal).

- Q5. In the answer to Addendum #4, Q7 regarding allowing resumes to be included in an Appendix, the answer went beyond the original question and basically changed our understanding of how the documents are to be structured. Historically, the structure of the documents has been based on Section F – Explanation of Proposal Criteria where it is stated, “The following items provide a brief explanation of what should be provided in your proposal”. The answer to the question suggests that the document should be structured according to the Technical Evaluation Criteria in Section D. Basis of Project Short-Listing/Selection. Would the County consider allowing the documents to be constructed per Section F rather than the Evaluation Criteria?**
- A5. Page 7 in the RFP, Section F Explanation of Proposal Criteria provides firms with explanations of how Section D - Technical Evaluation Criteria will be scored for the Firm Experience, Qualifications of Key Personnel, Proven ability to complete work within budget and on schedule, Project Understanding and Unique Concepts or Innovative Ideas, Project Management/Quality Assurance, DBE Participation and References. Firms are welcome to structure proposals based on Section F. For Firms submitting to Category A and/or B, please reference Addendum#2 Question 1.
- Q6. Also, in the answer in Addendum 4, Q7 is the addition of pages number designations/restrictions. To the best of our recollections, the County has not given page limits for demand services proposals in the past. In Category A, eight pages is not, in our opinion, enough space to adequately address Project Understanding. Another example is the Reference section. We are asked to provide 5 references. For the information requested, this can be taken care of on one page; we are allowed 5 pages. We don't understand the rationale behind how the page limits were established and believe page number restrictions would have been better mentioned in the original RFP. Would the County consider dropping the page designations/restrictions?**
- A6. The page limit in Addendum#4 Question #7 is being replaced with the information listed here.
The County is not implementing page limits, other than **proposals should not exceed 70 pages per category submitted**. This measure aims to emphasize concise and clear information in the proposals and avoid the need to review lengthy submissions.
- ****Please note that EACH category requires a separate proposal. To allow for additional flexibility in proposal submissions, **proposals should not exceed 70 pages**. This cap allows firms to designate the number of pages per section to share the most pertinent information.
- Category A: Transit Service, Corridor and Facilities Planning Services
 - Category B: Architectural/Engineering Services for Transit Development Projects
 - Category C: Public Education, Engagement & Marketing
 - Category D: Safety and Security Planning, Audit, and Implementation
 - Category F: Administrative Services
 - Category G: Grants Management/ General Support
- Q7. In Addendum #4. Q8 enquires about the listing firm officers. For large multi-national firms, do you want all officers listed or are you most concerned with officers located in the metro-Atlanta area? In the past we have listed our Chairman/CEO and local officers. Will that suffice? We are asked to include our list of officers “as part of the Firm Experience statement”. Did you mean the Firm Identification section of the proposal documents or somewhere on the Firm Information form? Please clarify.**
- A7. Yes, please list the Chair/CEO of the national office along with local officers. Yes, please list the officers in the Firm Identification section.

- Q8. Question 7 in Addendum No. 4 states:**
Q7. On page 8 of the RFP, the County indicates that “complete resumes may be attached to supplement information.” Does this imply that the County will accept an appendix containing complete resumes to be submitted at the end of respondent’s proposals?
A7. No, please provide resumes as part of the qualifications of key personnel. Pages will be limited to the following:
1. Firm Experience, 5 pages.
 2. Qualifications of Key Personnel, 15 pages.
 3. Proven ability to complete work within budget and on schedule, 7 pages.
 4. Project Understanding and Unique Concepts or Innovative Ideas, 8 pages.
 5. Project Management/Quality Assurance, 3 pages
 6. DBE Participation, 2 pages.
 7. References, 5 pages.
- Can you please confirm that the above list (1-7) is how you would like our proposal to be organized, because this conflicts with the information on Page 7 of the Request for Proposal. Can you please confirm the outline for our proposal response should be as described in F. Explanation of Proposal Evaluation Criteria. # 1-9 and if so please provide any page limits based on that proposal outline.**
- A8. Please see A6 above.
- Q9. Please confirm that the seven listed proposal categories (1-7) in Addendum 4, Q7/A7, comprise the structure and format in which respondents should present information (e.g., the first section of our proposal should be titled “Firm Experience,” the second section “Qualifications of Key Personnel,” etc.). Please additionally confirm that the items listed in RFP Section F (Explanation of Proposal Evaluation Criteria) must be included in one of the seven sections listed above (e.g., Section F8, “Description of the Firm’s Knowledge of Ride Gwinnett,” is to be placed in the Project Understanding section of the response rather than in its own standalone section).**
- A9. Please see A6 above.
- Q10. Addendum 4 allots five pages for Section 7, References. Since five pages provides more than sufficient space to list references, could these five pages be used to present project writeup descriptions as well as the references for those projects? Therefore, they don’t need to be included in Section 1 – Firm Experience.**
- A10. Please see A6 above.
- Q11. The page limitations provided in Addendum 4 were neither part of the original RFP nor mentioned in Addenda 1 through 3. To allow respondents time to perform potentially significant restructuring of their (potentially multiple) submittals to comply with the new limitations, would the County consider extending the due date from May 24th to June 7th?**
- A11. The proposal submittal date will remain May 24, 2024, no later than 2:50 P.M. Please see A6 above as the restructuring of the proposal requirement has been removed for more flexibility.

Q12. The answer to Addendum 4, Q7.2 limits “Qualifications of Key Personnel” to 15 pages. That section, if you follow the outline in *F. Explanation of Proposal Evaluation Criteria*, would correspond to section F.4 which has to include key staff resumes. Even if we only provided 1-page resumes, it is likely we will exceed this page limit given there may be more than 15 key staff in some categories. Additionally, this section in Category B must include a response to the bulleted items in F.4.2. For Category B would the County allow information on litigation as requested in F.4.2 to be included in an Appendix as the number of pages will likely vary based on the size of the prime firm. Also, would the County consider excluding resumes from this page limit, eliminating any page limit for this section altogether, or increasing the page limit for this section?

A12. Please see A6 above.

Q13. Per the answer to Addendum 4, Q8, we are to include a list of officers as part of the “Firm Experience” statement. Please confirm this should be included under F.1. Firm Identification per page 7 of the RFP?

A13. Yes, please list the officers in the Firm Identification section.

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

Brittany Bryant, CPPB
Purchasing Associate III