



ADVERTISEMENT for CONTRACTUAL SERVICE
RFQ – GREENWAY TRAIL ENGINEERING DESIGN SERVICES - 061725

ADDENDUM No. 2

OWNER'S BID PROPOSAL FORM

OWNER: CITY of CLARKSTON
Clarkston, GA 30021

PROJECT: Greenway Trail Engineering Design Services

DATE: June 4, 2025

The City makes the following changes, additions, deletions, information, and/or clarifications and shall take precedence over the originally published bid documents for the above-named project and shall become a part of the contract documents. Bidders must acknowledge receipt of this addendum by indicating receipt on the Addendum Acknowledgement Form.

See responses to BidNet questions received and published.

1. Enter \$1.00, if asked for a Bid Amount, when uploading bid proposal documents in BidNet.
2. Do Tabs, Cover, Table of Contents, or Forms count towards the 40-page page limit?
 - a. No, these additional items will not count towards the 40-page page limit. Since we only require an electronic bid proposal via BidNet, no tabs will be used, and the section divider will not be counted towards your total page count.
3. Can you please confirm if we are allowed to use an 11x17 sized page for the Org Chart?
 - a. Yes, Offerors are permitted to use an 11x17 sized page for the Org Chart.
4. Can you please clarify if you would like us to show Key Team Leaders for specific services?
 - a. Yes, Offerors should identify the Key Team Leaders for the specific services.
5. Can you please clarify which outline you would like us to follow? Do you want us to follow the usual GDOT Format outlined on pages 25 through 27. Or do you want us to follow the order provided on page 29 (Introduction, Team Qualifications, Team Experience, Qualifications Phase, Appendices, and Additional Documents).
 - a. We ask that Offerors use pages 25 through 27 for the Qualifications Phase.
6. Can you please confirm if the Vendor Questionnaire is meant to be completed by the Prime Firm only?
 - a. The Prime Firm for this project shall complete the Vendor Questionnaire and submit it in the bid package.
7. We believe that no Cost Proposal is requested at this time but in the Bid Documents there is a form for "Cost Proposal". Can you please confirm if we are to submit a Cost Proposal at this time or not?
 - a. You will not need the "Cost Proposal" page, since there is no cost required for Phase 1 of this Request for Qualifications (RFQ), however, when submitting include the "Form of Proposal" page with your bid proposal.
8. Ref: RFP Page 2, Point No. 1 - The following instructions are to be considered an integral part of this proposal, unless otherwise requested and must be typewritten or printed in blue ink. Question: We understand that proposal content can be typewritten or printed in black

ink, however, any changes or corrections made in the proposal must be initialed by an authorized signatory using blue ink. Could you please clarify on the same?

- a. The proposal can be submitted in black ink, however; if anyone submits something handwritten and makes a correction. The corrected handwritten information should be in blue ink in order for the information to be distinguishable.
9. Ref: RFP Page 25, Content & Preparation of Statement of Qualifications (SOQ), Point No. B (Administrative Requirements) and Point No. C (Basic Company Information) Question: This RFP follows the general GDOT RFP format. As such, section C (Basic Company Information) would typically be a sub-section of section B (Administrative Requirements) and not two different sections. Please confirm that section C is a sub-section of section B. If not, could you please clarify what exact details are expected under section B Administrative Requirements?
 - a. Section C would be a sub-section of Section B.
10. Ref: RFP Page 28 and 29, The City request Offerors use tab dividers that extend the page using single or multi-color dividers to separate the sections. Question: We understand that tab dividers will not be counted in 40 pages of the proposal. Could you please confirm the same?
 - a. Since we only require an electronic bid proposal via BidNet, no tabs will be used, and the section divider will not be counted towards your total page count.
11. Ref: Bid Documents List on BidNet Direct site Question: We notice there is a mismatch between the 'Item Name' and 'Description' in the submission section on the BidNet site. Could you please clarify the requirements against each section – i.e., Form Proposal, Required Bid Documents, Additional (Misc.) Bid Documents, and Entire Bid Package?
 - a. These sections on BidNet are for uploading of the proposal only. Offers should follow the BID SUBMISSION PROCESS outline beginning on page 28 as to how the entire package is to be labeled.
12. Ref: RFP Page 3, Point No. 15 & 16 – 15.The Offeror or contractor shall provide a copy of the person, firm, or company's Workers' Compensation Insurance with a limit of not less than required by the State of Georgia or otherwise stated in the bid solicitation instructions. 16.The Offeror or contractor shall provide a copy of the person, firm, or company's Commercial general Liability Insurance. And RFP Page 33, Additional Information, Point No. A - No bid bonds are required, however; a Certificate of Insurance (COI) should be included in your bid package Question: We understand that Certificates of Insurance (COI) are to be furnished prior to the execution of the contract, if awarded. Could you please clarify if we need to submit COIs along with the bid package?
 - a. There is no construction involved in this RFQ for services. Only a copy of the Offeror's COI is required for the RFQ, listing the City of Clarkston as the holder.
13. Ref: Exhibit I – Area Classes required by Prime or Subconsultant Question: Please confirm that only 5.06a, 5.06b, 5.06c and 5.06d are required for the response to this RFQ.
 - a. Area Classes 5.06a, 5.06b, 5.06c and 5.06d are **not** required for the response to this RFQ.
14. Ref: RFQ Request for Prime Experience page 26 Question: Did the City intend for "d" to be experience with GDOT specific processes, manuals or guidance to align with examples provided in this section?
 - a. Yes, "d" shall pertain to GDOT specific processes/manuals/guidance on project examples in this section.

15. Does the City want responses categorized based on the Content & Preparation of SOQ (p25-27), or categorized into Tabs as stated under Bid Submission Process, Proposal Submittal (p28-29)?
 - a. The City wants Offerors to respond as outlined on pages 25 through 27.
16. Please confirm the Technical Approach should only be submitted by finalist firms during Phase II as stated in the Estimated Event Schedule (p33).
 - a. All Offerors should respond to Phase I of this RFQ only, then the shortlist will be created and only those Offerors on the shortlist will submit to Phase II.
17. Please confirm a Fee Proposal will only be required from the highest ranked firm as stated in the Estimated Event Schedule (p33). BidNet is currently showing the Form & Cost Proposal as a Required Bid Document.
 - a. You will not need the "Cost Proposal" page, since there is no cost required for Phase 1 of this Request for Qualifications (RFQ), however, when submitting include the "Form of Proposal" page with your bid proposal.
18. Please confirm the following documents are required from the Prime and advise where the City would prefer they be included in responses: General Instructions to Offeror, Contractor's Code of Ethics, Vendor Questionnaire, Reference Request, Non-Collusion, E-Verification Affidavit, Subcontractor, Exceptions, Addendum Acknowledgement. Additionally, please confirm the following document is required from all Subcontractors and advise where the City would prefer it be included in the response: Subcontractor Affidavit.
 - a. The Prime only is responsible for completing the documents that require a signature and submitting them in the bid package.
19. On p27,F.2. it states the org chart can be submitted on an 11x17 page and on p28, Page Limit it states all pages must be 8.5x11. Please confirm an 11x17 page can be used for the org chart.
 - a. Yes, Offerors are permitted to use an 11x17 sized page for the Org Chart.
20. Does the City have a list of required Key Team Leaders or is this at the discretion of the Prime?
 - a. The phrase "Key Team Leaders" are those individuals on the Consultant Project Team that will be responsible for the successful completion of the project. The City Engineer will be the Team Leader with the City with assistance from others on the "public" side.