



ADVERTISEMENT for CONTRACTUAL SERVICE
RFP – SAFE STREETS FOR ALL (SS4A) CONSULTING SERVICES - 052825

ADDENDUM No. 3

OWNER’S BID PROPOSAL FORM

OWNER: CITY of CLARKSTON
Clarkston, GA 30021

PROJECT: Safe Streets for All (SS4A) Consulting Services

DATE: May 1, 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. There is a list of appendices under Tab 6 in the RFP A. Greenway Trail Report – 2024 B. Executed Agreement between the City and FHWA – December 2024 C. Safe Route to School Report – 2018 D. Road Diet Concept Plans – North Indian Creek Drive 2010 E. Federal Use of Funds (Match and Cost Share Examples) F. DeKalb County Master Trail Study – ongoing (not attached) Can you confirm that proposer responses should have the required forms in Tab 6: Appendices instead of the items listed (A-F)?
 - a. Tab 6 (Items A-F) are for information purposes only. These were included to allow the proposer to gather information and data to assist in preparing their proposal. These documents (Items A-F) do not need to be included in the proposal submittal but should be acknowledged that they were reviewed to fully understand the various projects and studies that have been undertaken in support of this SS4A Study.
2. Will any forms (Form of Proposal, Vendor Questionnaire, References, Cost Proposal, etc.) count towards the 25-page limit?
 - a. Forms that require signatures and additional information the City request will not count toward the 25-page limit.
3. For the original version, can proposers use electronic signatures instead of wet, original signatures on all proposal pages requiring a signature?
 - a. Offers should use a wet signature, preferably blue ink, on all documents submitted in the original bid package binder.
4. In instances where a proposal requirement involves a form, should proposers reference a separate Forms section (or Appendices) or include the form in the body of the technical proposal. For example, Section 2 (Team Qualifications) lists references. Should proposer's include the reference form in Section 2 or in a Forms/Appendices tabbed section?
 - a. Offerors should include the relevant to the information being provided with the section it relates to. Using this example, the reference should be included with this section. Note this will count toward the 25-page limit.
5. Should proposers treat Tab 1: Introduction as the Letter of Interest or should those be different?

- a. Offers should follow the format of information requested as outlined in official bid documents.
- 6. Is it correct that proposers should use the outline on RFP pages 32 - 34, broken down by Tabs, to structure their proposals? If yes, how should proposers incorporate the items under "Relevant Experience" beginning on page 34 and items under "Company/Team Qualifications" on page 35?
 - a. The SS4A tasks within the Scope of Work; section; i.e. Leadership & Goal Setting, Planning Structure, Safety Analysis,etc. can be a standalone section of the proposal with Tabs 1-4 on pages 33-34 as another section requiring consultant responses. There will likely be some crossover or duplicative responses in both sections.
- 7. Would you clarify if you are looking to have tabbed (portion of the page extending beyond a 8.5" x 11" sheet) dividers or if proposers can use a thicker sheet of paper (8.5" x 11" sheet) to divide the proposal sections?
 - a. The City request Offerors use tab dividers that extend the page using single or multi-color dividers to separate the sections.
- 8. May proposers submit bound copies (using spiral binding) in place of 1.5" or 2" binders to package proposals?
 - a. Yes, using spiral binding will be accepted. Offers should make sure to submit the required five (5) and identifying one (1) as "Original".
- 9. The RFP noted that a final addendum would be issued by 4PM on May 23rd. Given the holiday weekend and the delivery of hard copies, can proposers acknowledge additional addenda via email or in the electronic BidNet version in place of including it in the hard copy version delivered?
 - a. The City has taken date suggestions into consideration and has decided to make the following adjustments:
 - i. All/Any Addendum(s) published no later than Thursday, May 22, 2025 4:00 pm (EST)
 - ii. Proposals will be received no later than Thursday May 29, 2025, at 9:30 am (EST)
- 10. With the May 26th Memorial Day federal holiday on Monday, could the commitment to the final addendum being issued be moved to Wednesday May 21 (currently scheduled for Friday May 23)? If the final addendum is issued on Friday, consultants would only have one full business day to respond to revise their responses (due to the federal holiday on Monday May 26). With the requirement to provide printed copies by 9 am Wednesday, this may not allow consultants sufficient time to adequately respond to any changes and provide a competitive, compliant submittal (per USDOT/federal procurement rules: 2 CFR Part 200 – Uniform Guidance, specifically 200.320, which could apply to SS4A / federal funding). Committing to a May 21st final addenda response would allow a minimum of three business days for consultants to fully address any needed change/be fully compliant, and provide necessary printed copies by the May 28 deadline we understand is critical to maintain.
 - a. The City has taken date suggestions into consideration and has decided to make the following adjustments:
 - i. All/Any Addendum(s) published no later than Thursday, May 22, 2025 4:00 pm (EST)

ii. Proposals will be received no later than Thursday May 29, 2025, at 9:30 am (EST)

11. Could required forms be excluded from the 25-page limit and placed in a separate appendix? This includes cost forms (separately printed/uploaded), and the forms in the qualifications document: Proposal Instructions, Code of Ethics, Certificate of Insurance, Required consultant licenses (pg 13 of RFP), Vendor Questionnaire, Reference Form, Non Collusion, affidavits, and subcontractor forms).
 - a. Yes, forms that require signatures and additional information the City request will not count toward the 25-page limit and can be placed in a separate Appendix.
12. Do subconsultants need to provide the code of ethics, vendor questionnaire, reference forms, or non-collusion forms?
 - a. The primary will need to have all forms completed and any listed subconsultants complete the non-collusion and other forms in the package.
13. On page 29: "The Consultant(s) shall also provide in-person quarterly reports to the Mayor and City Council, and in-person presentation to the Atlanta Regional Commission Transportation Coordination Committee (TCC) prior to completion of the draft report." Is this just one quarterly meeting for each (Mayor and City Council and TCC) or each quarter of the project? - Quarterly reports to council/mayor over the duration of the project. Only 1 presentation to ARC TCC.