

**City of Roswell
Purchasing Division**

**Gary Palmer
City Administrator**

**Lori Henry
Mayor**

ADDENDUM NUMBER 1

Request for Proposals # 18-267-G

**Bicycle Pedestrian Master Plan
October 18, 2018**

To All Prospective Offerors:

In reference to the RFP listed above, the following Changes and Answers to Questions are hereby incorporated into the Request for Proposals:

Changes

Section: 4.3.1.2

Replace:

“Firms must have performed similar scopes of work at similar levels (within 30% of the budgeted costs) at least three (3) times within the last three (5) years.”

With:

“Firms must have performed similar scopes of work at similar levels (within 30% of the budgeted costs) at least three (3) times within the last five (5) years.”

Questions and Answers:

#	QUESTION	ANSWER
1	Does the Public Involvement Plan include long term public involvement strategies?	The public involvement plan should primarily be focused on public involvement during this study period in 2019 and what that may entail, but a small portion of the report may include additional long term strategies.

2	Will the Offeror look into designated bicycling network as well? Or 100% will be biker-hiker shared path?	The city system is currently set towards a network of complete streets. It's possible we'll keep that system in place (corridors with bike lanes and MU/Path), but if new opportunities are found it's possible during this study the City may rethink that to have separate bicycle and sidewalk/trail network in some areas of city.
3	Will the Offeror be required to offer detailed evaluation based on Silver (or higher) Bicycle Friendly Community standards?	Yes, we want to examine cost effective ways to potentially increase our BFC score in the future. The City will likely not be able to implement every item or program, but staff would like to get help on what programs we can focus on over next 2 years to assist with our next BFC submittal.
4	With the proposal response limited to 25 pages (exclusive of forms), are all items included in the page count? Covers, tabs, table of contents, etc.? Can you please clarify as to what items are included and/or excluded in the 25 page limit?	Section 4.3.4 items are not included, neither is the cost proposal. Plain blank tabs may be used, and will not count toward the total, everything else will.
5	Is the desired fee structure for this project lump sum or hourly with a not to exceed amount?	Desired fee structure is lump sum per deliverable. This allows for progress payments.
6	It is stated that similar scopes of work at similar levels at least three (3) times within the last three (5) years. Do you wish to see similar projects within the last three (3) or five (5) years?	See Addendum - should read at least three (3) times within the last five (5) years.
7	Does the E-Verify need to be completed by any subcontractors as well or will they have separate forms to complete prior to contract?	The city is only responsible for the Contractor E-Verify Affidavit. The contractor is responsible for all subcontractor affidavits and the subcontractors are responsible for the sub-subcontractors affidavits.
8	If we have a subconsultant, do they need to provide forms for the proposal? And if so, what forms do you want provided?	They need to be listed, but do not need to provide separate forms.

9	On page 13-14, you reference final payment is tied to our deliverables. Could you clarify the payment schedule/plan? Is it one payment once deliverables are received or payments on a specific schedule?	Page 13 provides minimum elements, which should be proposed as deliverables. However, if the proposer wishes to propose additional elements, they may also be listed as deliverables. It is our expectation that payment will be tied to a set of deliverables, and that any requested payment deliverables schedule must avoid prepayment.
10	In section 4.3.1 it states "Please provide documentation (including a business license, etc)" are there specific forms you want that are listed in the etc.? Same with 4.3.1.3" are there specific forms you want to provide evidence that we are properly licensed?	We will need a license that indicates your firm is eligible to do business in the State of Georgia, and a copy of any license or certification required by the statement of work.
11	Regarding page count, do the following items count towards the 25 page limit: cover page and tabs, table of contents, cover letter and the forms requested in 4.3.1.1 and 4.3.1.3?	See #4.
12	Section 4.3.4.1 mentions the qualifications letter and certification and to use letter provided on page 3 of this RFP. Is that the same as the proposal letter and certification on page 4 of the RFP?	Yes. That should say page 4.
13	Can we submit full page resumes for key staff in an appendix that does not count toward the page limit?	Resumes (in whatever format) may be submitted, but they will count toward the page limit.
14	Does a cover page, intentional blank pages (used for content separation), a table of contents, and section divider pages count towards the 25-page-limit?	See #4.
15	If we are including subconsultants on our team, do our subconsultants also need to fill out the forms in this section?	See #8
16	Is there a call-in or web option for the offerors conference on 10/9/ at 2:00pm?	No.
17	Should we include the cost proposal on the electronic version of the submission?	Yes, as a separate folder.

18	Submittals must be typed on standard (8 ½" x 11") three hole punched paper, however, elaborate binding proposals are not desired. Would a package bound by three staples on the left side in a booklet format comply with these requirements?	No.
19	Is the cost proposal part of the 25-page limit?	No.
20	Can full-page resumes be placed in the appendix?	See #13.
21	A Certification from the American Institute of Certified Planners (AICP) is required, along with experience in: Transportation Planning, Traffic Operations, etc. Can anyone on our team have this certification?	The certification must belong to the project manager or a task leader.
22	In question 4.3.1.1, firms need to provide documentation (including a business license) that substantiate date of establishment. Please confirm we can provide this documentation in the appendix under 4.3.4.4 licensing.	It may be provided in an appendix under licensing.
23	In question 4.3.1.3, firms need to provide evidence for adequate credentials/licenses to perform the scope of work. Please confirm that a license number and state where the license was obtained will comply with these requirements.	That will suffice for bidding on the work. However prior to contract execution, the firm must provide a license to do business in the state.

All other terms, conditions, and deadlines remain the same.

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP to:

**City of Roswell – Purchasing Division
Roswell City Hall
38 Hill Street, Suite 130
Roswell, GA 30075**

I hereby acknowledge receipt of Addendum 1 and have incorporated the changes into my proposal response for the above mentioned RFP.

COMPANY NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** ____ **ZIP:** ____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____