



DATE: June 1, 2020

TO: All Offerors'

FROM: City of Brookhaven Purchasing Department

RE: RFP No. 20-109, Character Area Planning Project – South of I-85

Please see Addendum No. 1 for the above-referenced solicitation.



1. The following change has been made to the above-referenced solicitation.

Questions and Answers

Revised – III. SUBMISSION OF RFP

2. All other terms and conditions remain the same.

ADDENDUM NO. 1
RFP NO. 20-109
CHARACTER AREA PLANNING PROJECT – SOUTH I-85

A. The following are questions received and City of Brookhaven responses for the above- referenced solicitation:

1. What is the area of the latest annexation? Is the black boundary the full scope of the Character Area Plan of this RFP?

The area of the latest annexation is bounded by the Fulton/DeKalb line to the west, LaVista Road to the south, Briarcliff Road to the east, and the Brookhaven city limits (excluding some parcels) to the north. See map excerpt.



The full scope of the Character Area Plan of this RFP is the total land area of the city south of I-85.

2. Will existing GIS data be shared with the chosen consultant for the newly acquired area?
Yes, GIS data will be provided.
3. Has a market study already been completed for the area under consideration? If yes, will that be shared with the chosen consultant at Kick-off?
No, a market study has not been completed.
4. Has a budget been set aside for this project? What are the funds allocated?
Undetermined.
5. Is it anticipated to hold all public and client meetings virtually in the light of COVID 19 and knowing that this is a 6-month project?
Yes, virtual meetings will be expected.
6. Will the City lead the creation of a Communication plan or is that part of the consultant's scope?
Consultants should include a recommendation in their proposals and the city will coordinate with the selected vendor.
7. Do you have a standard Fee Proposal form to use as a template?
Please see Exhibit H.
8. Is it okay to list a City of Brookhaven staff member as a reference based on previous collaboration?
Yes, but the reference must be relevant to the project at hand and will not give any additional weight in consideration.

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9. Due to continued restrictions in business openings due to COVID 19, will you accept a fully digital RFP submission or are physical prints and USB still required?
Bids must be delivered in person or delivered by carrier.
10. Page 37 states “The Delivery shall include two (2) sealed bids (one (1) original, four (1) copies) and one (1) USB flash drive of the RFP must be submitted in a sealed envelope, along with one (1) copy of the cost in a sealed envelope.” How many physical copies of the proposal are required?
Two (2) sealed proposals (one (1) original, one (1) copy) and one (1) USB flash drive of the RFP must be submitted in a sealed envelope, along with one (1) copy of the cost in a sealed envelope.
11. The end of Exhibit C is on pages 39 and 40, are those the only two pages from that exhibit required to be signed and submitted with the proposal?
Please submit Exhibit C-H with your proposal.
12. What does the City anticipate the budget for this project will be?
Please see question # 4.

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CHARACTER AREA PLANNING PROJECT – SOUTH I-85

III. SUBMISSION OF RFP

The packages shall be in sealed envelopes and identified as follows:

RFP Number: 20-109, Character Area Planning Project – South of I-85

Questions Due: Thursday, May 21, 2020, 4:00 pm EST

Proposal due date: Thursday, June 11, 2020, 2:30 pm EST

All packages are due at the location specified no later than the date and time specified herein. The RFP package must include detailed information relative to Section 1.3 Evaluation and Selection Criteria, as required. The Proposal Letter included as page two of this RFP, and Exhibit D-H must be included in the package and must be signed by a person authorized to legally bind the company.

The Delivery shall include two (2) sealed bids (one (1) original, ~~one~~ **four (1) copies) and one (1) USB flash drive of the RFP must be submitted in a sealed envelope, along with one (1) copy of the cost in a sealed envelope. FAILURE TO INCLUDE THIS SIGNED STATEMENT LETTER WILL RESULT IN THE REJECTION OF YOUR RESPONSE.**