



**DATE: May 4, 2021**

**TO: All Offerors'**

**FROM: City of Brookhaven Purchasing Department**

**RE: RFP No. 21-112, Public Work Services**

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**

2. All other terms and conditions remain the same.

**ADDENDUM NO. 1  
RFP NO. 21-112  
PUBLIC WORK SERVICES**

- A. The following are questions received and City of Brookhaven responses for the above-referenced solicitation:
1. When does the City expect that this contract will be awarded by the City Council?  
**Estimated: Summer 2021.**
  2. What is the expected date for the firm to begin providing full services?  
**Estimated: October 1, 2021.**
  3. If the time between award and Notice-to-Proceed is significant, is it acceptable to the City for the selected firm to use the time to have its personnel accomplish credentialing activities such as obtaining PE reciprocity, taking a LAP required class to get current, obtaining a PMP designation, et cetera?  
**No. It is expected that the firm will have these designations/certifications already as a demonstration of breath and depth of capacity.**
  4. Should the City select a different firm than the incumbent, will the City work with the two companies to establish a transition period during which both firms would be under contract?  
**Yes.**
  5. Is the term of the contract five years from the beginning date (understanding that the City will renew the contract annually)?  
**The contract term will be three years with two annual renewal options.**
  6. Is this a lump sum or an hourly rate contract?  
**Lump-sum.**
  7. Are all seven of the positions listed on Exhibit H expected to be full-time working on behalf of the City?  
**Yes and no. The Director needs to be full-time and dedicated 100% to the City of Brookhaven. The other positions are full-time based on experience over the past nine years. If these positions are not bid as full-time, the bidder will need to clearly articulate how the work will be done.**
  8. Are the firms to add a page to Exhibit H to provide hourly rates?  
**Yes, all proposals should include an hourly rate sheet.**

**ADDENDUM NO. 1**  
**RFP NO. 21-112**  
**PUBLIC WORK SERVICES**

9. Are the hourly rates to be for the staff listed in Exhibit H or for other disciplines or both? Would the City accept a multiplier rate on raw salary in lieu of a listing of hourly rates for other disciplines?

**Hourly rates for all staff and disciplines. Yes, the City will accept a multiplier on raw salary .**

10. Is it acceptable to the City that the selected firm support the seven positions identified in Exhibit H with other members of the firm who have relevant credentials and experience?

**Yes. Bidders should provide that level of detail in their proposal and demonstrate availability.**

11. The RFP states that the firm is responsible for all tools, et cetera. Will the City provide furnished office space for the staff with desk phones, computers, copiers et cetera?

**Yes, the City will provide customary office accommodations.**

12. Will the City provide the software for the selected firm to use for such things as work orders, et cetera?

**Yes.**

13. Is it up to the proposer to determine the number and specifications of the vehicles to be priced in the bid?

**Yes, but simple specifications are acceptable (i.e., pick-up truck, sedan, etc.).**

14. Will the selected firm have any responsibility for the lawn care contracts currently being advertised and/or any responsibility on the city staff hired to provide mowing and landscape maintenance in the right-of-ways or parks?

**No.**