



DATE: February 28, 2022

TO: All Offerors'

FROM: City of Brookhaven Purchasing Department

RE: RFQc No. 22-103 On-Call Demand Services for Surveying and/or Subsurface Utility Engineering (SUE)

Please see Addendum No. 2 for the above-referenced solicitation.

ADDENDUM NO. 2
Request for Qualifications No. 22-103
On-Call Demand Services for Surveying and/or Subsurface Utility Engineering (SUE)
REVISED 2/28/2022

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

Questions and Answers

Delete: Page 34

Add: REVISED Page 34

Delete: Page 37

Add: REVISED Page 37

2. All other terms and conditions remain the same.

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- A. The following are questions received and City of Brookhaven responses for the above-referenced solicitation:
1. The section above states that the proposal will have multiple files. Does this mean that we should submit multiple copies or break the PDF up by sections?
A. A Cost Proposal is not required for this RFQc.
 2. Hello. We would like to receive some clarification on the submittal requirements. Page 34 of the RFQ includes six numbered sections. Based on the section descriptions that follow on Pages 34-36 however, it shows that Previous Experience and References are to be included under Item 3. Evaluation and Selection Criteria and not as separate items 4 and 5. Also, there is no description for what the City is seeking for the Cost Proposal nor is it included under the scoring criteria. Thank you in advance for your response.
A. Page 34 has been replaced in the Addendum.
 3. When projects are released for bid, will the scopes for Survey and SUE be separate so that Firms that were selected for either service can propose on the scope of work they were selected for and firms that were selected for both can propose on both scopes? Will there be certain projects that only firms selected for Survey and SUE be eligible to propose on?
A. The intent of the RFQ is to establish a list of qualified companies for each category. Each task shall stand on its own merit and firms providing either or both services will be given opportunities to provide quotes for the services.
 4. If a Surveying firm includes a SUE provider on their team as a subcontractor does the SUE provider have to be GDOT prequalified or just the Surveying firm?
A. GDOT prequalification is not required. Please note the criteria in Paragraph 1, Page 32.
 5. In the RFQ listing, Section 1 has the Headings as 1. Cover Letter, 2. Executive Summary, 3. Evaluation and Selection Criteria, 4. References, and 5. Previous Experience – Project References. In the explanation for each, they turn into 1. Cover Letter, 2. Executive Summary, and 3. Evaluation and Selection Criteria. References are listed as 3B, rather than Section 4 and Previous Experience is 3C, rather than Section 5. Should we go with 5 individual sections or 3 sections with 2 additional subsections?
A. Please see question 2.

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6. On page 37 of the RFQ, under II. Submission of RFQ, it states that the packages shall be in a sealed envelope. Should we disregard that as this submittal is entirely electronic via Bonfire?

A. Page 37 has been replaced in this Addendum. Proposals shall only be accepted online through the Bonfire Portal

<https://brookhavenga.bonfirehub.com/projects/58774/details>

7. On page 34, there is a 6th item requested, a Cost Proposal. Should we disregard this as it is not listed in the items below?

A. Please see question # 1.

8. On page 35 of the RFQ, under B. Firm Experience and References, are the 3 references actually 3 project experience examples that include reference information? Under the second bullet, References, are these client references and should they be different from the ones used in the Experience bullet?

A. Please see question #2.

9. At the top of page 34 of the RFQ, there is a listing of 6 items that must be contained in our SOQ. Should the second bullet References currently listed under B. Firm Experience and References actually be listed as 4. References? Should then C. Previous Experience actually be listed as 5. Previous Experience or 5. Previous Experience - Project References?

A. Please see question #2.

10. I have a few questions regarding the proposal conditions section of the RFQ. We submitted the contract to our insurance carrier, and they had concern with some of the wording.

A. Proposed Contract modifications would need to be reviewed with the City Attorney after the City has approved the Award.

•Can we replace the indemnity sections 12.1 through 12.5 with the following to be more fair to all parties?

oThe Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages or liabilities, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its sub consultants or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages or liabilities, to the extent caused by the Client's

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negligent acts, errors or omissions in connection with the Project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

- Under 12.7.9 this does not align with our insurance policy. Our insurance allows for a \$100,000 deductible.
- Under Section 22.10, this is not covered unless awarded as part of the settlement.

11. Page 34 references a "Cost Proposal" (Item #6 on what to include in the SOQ), however no explanation or description of the cost proposal is included in the package. Items #1 through #5 include explanations and descriptions. Do we need to submit a cost proposal, and if so can we get a framework of what is expected/needed? Do we submitted hourly rates? Do we submit per liner foot cost for SUE?

A. Please see questions #1 and #2.

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I. REQUEST FOR QUALIFICATION PROCESS

The Statement of Qualification (SOQ) must contain the information outlined below.

Please include a title on each page of your SOQ and number pages to ensure proper identification.

1. Cover Letter
2. Executive Summary
3. Evaluation and Selection Criteria
 - A. Project Personnel
 - B. Firm Experience and References
 - C. Previous Experience

1. Cover/Transmittal Letter

Each proposal must have a Cover/Transmittal Letter briefly summarizing the qualifications and experience relevant to the scope. Please include in the letter the following:

- i. Company's information including the name of the company (include any dba names); headquarters and parent company locations; and a brief history of the company.
- ii. Company's mailing address, contact person, telephone number for the primary contact person, and email address.
- iii. A principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
- iv. Cover / Transmittal Letter should specify whether Respondents RFQ is for Surveying Services, SUE Services, or both.

2. Executive Summary

An executive summary letter should include the key elements of the respondent's SOQ and an overview of the proposed team. Indicate the address and telephone number of the respondent's office nearest Brookhaven, Georgia, and the office from which projects will be managed.

Complete submissions to this Request for Qualifications will contain sufficient information to provide the City of Brookhaven with a thorough description of the Offeror's qualifications to accomplish the work described in this solicitation. If the Offeror does not possess the in-house capabilities to perform a particular component of the project, the response should demonstrate the Offeror's ability to prepare and administer a subcontractor to work jointly with another firm having the requisite expertise to accomplish that component of the project in a timely manner. Any work performed under a subcontract, joint venture, partnership, or other joint undertakings with another firm must comply with the State of Georgia's Procurement Code and must receive the City's prior written approval concerning the

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without penalty. The City reserves the right to request "best and final" offers and to issue a new RFQ. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

II. SUBMISSION OF RFQ

RFQ Number: 22-103, On-Call Surveying and/or Subsurface Utility Engineering (SUE) Services

Pre-bid Conference: Monday, January 31, 2022, at 3:00 p.m. EST

Questions Due: Wednesday, February 09, 2022, at 4:00 p.m. EST

Proposal Due Date: Thursday, March 17 ~~Tuesday, February 22~~, 2022, at 4:00 p.m. EST

Proposals shall only be accepted online through the Bonfire Portal

<https://brookhavenga.bonfirehub.com/projects/58774/details>

All submissions are due at the location specified no later than the date and time specified herein. The RFQ package must include detailed information relative to the Request for Qualification Process and Selection Criteria, as required. The Statement of Qualification Letter is included as page two (2) of this RFQ, and Exhibit A-E must be attached and must be signed by a person authorized to legally bind the company.

III. EVALUATION CRITERIA AND PROCESS

- a. All SOQs received will be reviewed by the Purchasing Manager to ensure that all administrative requirements of the RFQ package have been met by the Offerors. Each SOQ will be reviewed to ensure that the Offeror submitted all information required in the RFQ and that all documents requiring a signature have been signed. Failure to meet these requirements may be cause for rejection. All SOQ that meets the administrative requirements will then be turned over to the evaluation committee for further evaluation.
- b. The Evaluation Committee will review all submittals received and rank Offerors based on submittal information required in the Evaluation and Selection Criteria. Discussions may be conducted by the City of Brookhaven with responsible Offerors who submit SOQs determined to be reasonably susceptible of being selected for the award for clarification to assure full understanding of and responsiveness to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of statements, and such revisions may be permitted after submissions and prior to award. In conducting any such discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.
- c. The City of Brookhaven reserves the right to addend the RFQ prior to the date of SOQ submission. Addenda will be posted to the Brookhaven website at www.brookhavenga.gov.