



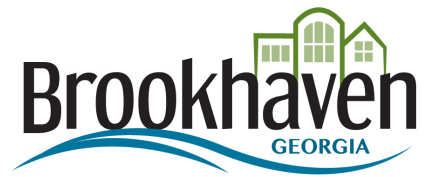
DATE: August 23, 2022

TO: All Offerors'

FROM: City of Brookhaven Purchasing Department

RE: RFP No. 22-114, Multi-Modal Study

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



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

Delete: Page 1

Add: REVISED (Extended Due Date) Page 1 8/30/22

Add: Questions and Answers

Add: Clarifications

2. All other terms and conditions remain the same.

**Request for Proposal No. 22-114
Multi-Modal Study**

Date: July 26, 2022

**Mandatory Pre-bid Conference
Tuesday, August 9, 2022, at 11:00 a.m. EST.
4263 Peachtree Road NE,
Brookhaven, GA. 30319**

**PROPOSAL DUE DATE:
Tuesday, August 30, ~~Thursday, August 25, 2022~~, at 4:00 p.m. EST.**

**Bids shall only be accepted online through the Bonfire Portal at:
<https://brookhavenga.bonfirehub.com/projects/view/72170>**

Any bid submitted in any other format (email, paper, fax, mail, etc.) will not be accepted.

Instructions to Offerors:

1. All communications regarding this solicitation must be with the Purchasing Manager, Shakera Hall, shakera.hall@brookhavenga.gov.
2. All questions or requests for clarification must be sent via Bonfire under Message - Opportunity Q&A: <https://brookhavenga.bonfirehub.com/projects/view/72170>. Questions are due no later than **Friday, August 12, 2022, at 4:00 p.m. EST**. Questions received after this date and time may not be answered.
3. Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes, and other important information regarding the solicitation related to this solicitation will be posted on Bonfire website at and it is the Offeror's responsibility to <https://brookhavenga.bonfirehub.com/projects/view/72170> check the Bonfire portal for any addendum or other communications related to this solicitation.
4. The City of Brookhaven reserves the right to reject all bids and to waive technicalities and informalities, and to make award in the best interest of the City of Brookhaven.
5. The City of Brookhaven is not responsible for any technical difficulties. It is highly recommended that all potential contractors submit their quotes prior to the due date of this solicitation.

ADDENDUM NO. 1
Request for Proposal, No. 22-114
Multi-Modal Study REVISED 8/23/2022

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

1. Do we need to include a signed copy of the Contract on pages 3-6 of the RFP with our submission?

Yes. The vendor is required to submit the signed contract with your proposal.

2. Exhibit C includes two pages for signature on pages 39-40 of the PDF under the heading V. Certification. Should we just include those two signed pages in our submission or additional pages within Exhibit C?

Yes.

3. Page 46 of the PDF notes that the cost proposal shall be placed in a separate envelope, yet this is an electronic submittal. Can you confirm that this is only electronic and the cost should be uploaded in a separate file through Bonfire?

The Cost Proposal should be uploaded in Bonfire under the requested information section. All documents should be submitted electronically.

4. Bonfire has separate uploads for the Cost Proposal, Exhibit D, Exhibit E, Exhibit F, and Exhibit G. Should these also be included in the proposal documents as one file with the exception of the cost proposal, or only in the individual uploads?

All documents should be uploaded separately in the requested information section in Bonfire.

5. How should we treat the separate envelope when uploading digitally? Under Exhibit C, the proposal mentions including a Cost Proposal under Section 3 of the proposal. However, there is another form (Exhibit H) which also requests Cost Proposal information, and it asks for its submission inside a separate envelope. Can the City please clarify how the City would like the fee formatted and included?

Please see question #3.

6. In Section IV, the RFP mentions that Vendors responding to the RFP need to become a registered Vendor in order to sell products or services to the City of Brookhaven. Do we need to become a Vendor in order to submit this RFP? Or is it acceptable to become a Vendor after the proposal is won?

Completing the registration in Bonfire registers your company in our bidding database.

7. Does the City maintain a database of existing sidewalks?

Yes. The City's GIS maps both existing and proposed sidewalks.

8. What is the project budget?

Undetermined.

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9. Is there a target date for project completion?

There is an expectation the selected Consultant will provide a detailed schedule of anticipated work. Currently, the City estimates this work to take roughly 6 – 9 months.

10. We are concerned about the requirement for us to provide copies of a driver's license and passport. Our person who is authorized to bind has had his identity stolen before and is not comfortable providing those documents for this proposal. It is not secure to ask people to provide such private information. Can you please reconsider this requirement?

Exhibit G – Affidavit Verifying Status For City Public Benefit Application requires that you provide a Driver's License or Passport if you select #2.

11. Exhibit F on page 46 of the RFP states that we have to sign that we have read the purchasing policy. However, the link provided in the RFP to take you to the purchasing policy does not work. Can you provide a link to the purchasing policy?

The Purchasing Policy can be found on the City's website at:

https://www.brookhavenga.gov/sites/default/files/fileattachments/finance/page/2311/cob-purchasing_policy_revised_march2020.pdf

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Clarifications

Page 31 – Under last paragraph, add under “Supporting objectives to include:”

- Inclusion of Elements of a Complete Street Policy

Page 35 – Under “Other” add:

- Elements of a Complete Streets Policy – Smart Growth America