



**DATE:** March 29, 2023  
**TO:** All Offerors  
**FROM:** City of Brookhaven Purchasing Division  
**RE:** Addendum #2  
RPF 23-106 – MS4 Inspection and Assessment Services

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RFP23-106 – MS4 Inspection and Assessment Services

1. The following changes have been made to the above-referenced solicitation:
  - a. The Contractor shall acknowledge receipt of Addendum #1 and Addendum #2 in the Cover letter.
  - b. Time and due date of the Proposal has not changed:
2. Answers to written questions have been provided in the attached Memorandum.
3. All other terms and conditions remain the same.



**MEMORANDUM**

**TO:** Potential Respondents to RFP23-106 – MS4 Inspection and Assessment Services

**FROM:** City of Brookhaven Purchasing

**DATE:** March 28, 2023

**SUBJECT:** Addendum #2: Responses to Written Questions

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**Q1: Who were the attendees during the pre-conference meeting?**

*R1: See <https://www.brookhavenga.gov/finance/page/23-106-ms4-inspection-and-assessment-services>*

**Q2: Who was the previous consultant for Brookhaven's MS4 activities?**

*R2: Goodwin Mills Caywood*

**Q3: Does the city have a current budget allocated for MS4 activities?**

*R3: Yes, funding is in place for this project.*

**Q4: How many structures are in the MS4 inventory?**

*R4: See Addendum 1. The number of assets collected over the previous 5-year cycle is summarized.*

**Q5: Is the consultant selected responsible for the MS4 Annual report?**

*R5: No. The Scope of Work is clearly stated in the RFP.*

**Q6: It is our understanding that you would like this proposal to follow this order: 1. Cover Letter, 2. Executive Summary, 3. Project Team, 4. Similar Project Experience / Project References, 5. Project Approach, 6. Cost Proposal, and 7. Support Documents (Georgia Security and Immigration Compliance Affidavit, Drug Free Workplace, Purchasing Policy Addendum, Affidavit Verifying Status for Public Benefit Application, Non-Collusion Affidavit) Can you please confirm this order and let us know if there needs to be any changes in how we put the proposal together.**

R6: *Addendum #1 Replaced the entirety of the “Request for Proposal” section, which followed the section entitled, “Request for Proposal Introduction.”*

*The response should be organized in a manner that the review team can easily locate the required documentation. The requirements listed under the “Request for Proposal” section, should be presented in that order. Under number 3. Evaluation and Selection Criteria, present the applicable items using the nomenclature and order provided.*

**For the Cost Proposal**, *use the form and format provided under #4. COST PROPOSAL. This form will build up to a total 5-year fee (Table 4B: Annual Fee Escalation). That fee should also be placed on the form labeled, “Exhibit H.” There will be no entry under “Additional Cost” on Exhibit H.*

**Table 4C: Total Hourly Cost to Perform Source Tracing for Illicit/Illegal Discharges** *should represent the total hourly rate to perform source tracing each time a qualifying discharge is identified during the Dry Weather Screening. This is the hourly cost for the source tracing team to conduct source tracing, and should include all aggregated costs anticipated to be incurred each hour the team is deployed and conducting source tracing. To be reimbursed for these costs, the date and time the source tracing event began and ended on-site shall documented.*

*That hourly rate should include an estimate of cost to deliver samples to the lab, as there will not be a separate charge for driving time. Analytical Lab costs will be reimbursed at cost.*

*Item 4. COST PROPOSAL, the hourly rate table, and Exhibit H should be combined into a separate PDF file and submitted through Bonvoy.*

**Q7: On Addendum #1 RFP 7, Section II states “the package shall be in sealed envelopes” but down below in the same section it says, “proposals shall only be accepted online through the bonfire portal.” Could you please clarify how you would like the proposal submitted.**

R7: *See final paragraph in BLUE text in Response R6.*

**Q8: On Addendum #1 RFP 3, Section D. Firm Information, it asks for financial or proprietary information to be sealed and submitted separately, in addition to other information relevant to the RFP, the envelope should be labeled, “Contains Confidential and Proprietary Information.” If we are only submitting through the bonfire portal online, how would you like this submitted?**

*R8: If proprietary or confidential information is submitted, it should be submitted as a separate PDF on Bonvoy and and labeled “Contains Confidential and Proprietary Information.”*

**Q9: It is our understanding that the Cover Letter is only supposed to be two pages maximum, is this correct?**

*R9: The firm description and firm background, contained in the Cover Letter, should be limited to two pages. The address block, greeting, required information listed under “1. Cover/Transmittal Letter,” closing, and signature blocks do not need to adhere to the two page limit.*

**Q10: Section I. REQUEST FOR PROPOSAL PROCESS requests a cover letter as Section 1, Section 3 Evaluation and Selection Criteria Item D: Firm Information requests “Up to two pages may contain general firm information, in Cover Letter.” Is this requesting a cover letter in this section or denoting firm information in addition to the cover letter?**

*R10: See R8.*

**Q11: Section I. REQUEST FOR PROPOSAL PROCESS lists Section 4. References and 5. Previous Experience – Project References while 2. Evaluation and Selection Criteria under B. Similar Project Experience also requests references for the four projects. Should we list additional references under Section 4. References and 5. Previous Experience – Project References or only on the four project pages located in B. Similar Projects?**

*R11: References and Previous Experience – Project References can be included under the Evaluation and Selection Criteria.*

**Q12: Several location[s] within the RFP note sealed envelopes, but then it notes "Proposals shall only be accepted online through the Bonfire Portal". Can you please clarify the form of submission?**

*R12: All response will be electronic and submitted through Bonvoy.*

**Q13: Section 5. PROPOSAL SELECTION notes that “provide enough data to lead evaluators to the conclusion that your firm has the financial capability to perform.” Will an audit from FY 2021 be sufficient to review, our audit from 2022 is not yet available. Can we mark this as confidential and upload as a separate file?**

*R13: An audit is not specifically required, however, if respondents feel the last available audit addresses the question / requirement, then it may be submitted. It may be submitted as a separate, confidential file.*

**Q14: Please confirm that the draft contract on pages 3-6 of the original RFP are for informational purposes and do not need to be signed and returned as part of this package.**

*R14: The included contract is the actual contract and must be signed at the time of submission. Submittals which don't include the signed contract will be rejected and will not be evaluated further.*

**Q15: Exhibit C Drug Free Workplace states that "Each service provider who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification: "As part of the subcontracting agreement with \_\_\_\_\_ (Service Provider), \_\_\_\_\_ (Subcontractor) certifies to the Service Provider that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract"". Is this statement meant to be completed by the subcontractors as part of this proposal or if and when the contract is won?**

*R15: The Subcontractor will not be qualified to perform services under this Contract until that requirement has been met.*

**Q16: On page 35 in the RFP under section F. It says "Unit Rates shall be provided as directed in the table" We were curious if there is a table to base this off of in order for us to be able to determine and accurate price.**

*R16: Tables 4A-4C were provided in Addendum #1 and should be used.*

**Q17: On page 31, Section 3, Scope of Services and Specifications, the RFP references Project Requirements and Specifications found in Attachment A. This Attachment does not appear to be included with the RFP. Will this be provided?**

*R17: The PROJECT REQUIREMENTS were omitted in the initial advertised RFP. They were included in Addendum #1.*

**Q18: On page 35, Item F4, the RFP states "Proposed fees are to be evaluated based on the total Year 5 fee." Shall we also include proposed fee for Years 1 – 4 and/or annual cost escalators?**

*R18: Tables 4A-4D, Addendum #1, address this question. Please fill out the tables completely.*

**Q19: Page 35 and 36 of the RFP discusses financial information and notes that the City reserves the right to perform due diligence with regard to financial capability. Page 35 also makes reference to financial or proprietary information being in an envelope. Please confirm that this submittal is (1) electronic, and (2) no financial documentation is being requested at this time other than "enough data to lead evaluators to the conclusion that the firm has the financial capability to perform."**

*R19: All submittals are electronic through Bonfire. No financial documentation is specifically REQUIRED, but the evaluators are evaluating and scoring the Proposals based solely on the information provided. There will not be an opportunity to provide additional information to satisfy Proposal Requirements at a later time.*

**Q20: Page 31, Section 3, Scope of Services and Specifications references Attachment A, which does not appear to be included in the document. Given that the information in this attachment is critical to our response, will the City consider extending the due date for this solicitation?**

*R20: Addendum #1 provided the proper specification and the due date was extended to April 5, 2023.*

**Q21: On page 37 under ‘Request for Proposal Section IV. Other Considerations’ it states that vendors must be registered to sell products or services to the City of Brookhaven. Does this registration need to be done prior to submission of the RFP? Can we just certify that our firm will become a registered vendor upon selection?**

*R21: Registration does not need to occur prior to submission as it is a clerical activity. Yes, a certification of acceptance of this requirement is sufficient for this submittal.*

**Q22: If any, what documents need to be signed / submitted for subcontractors?**

*R22: The Subcontractor Affidavit.*

**Q23: What format does the city want the GPS and corresponding information collected to be delivered in?**

*R23: The specific package will be determined after Award, but it will be collected with a handheld GPS unit into a software package similar to ESRI ArcGIS Survey 123 formatted to drop data directly into the City’s ArcGIS Online system.*

**Q24: Is GIS development to draw and connect all the pipes and line work for the storm water system included in the scope of work or is the data to be provided just behind the point locations where all information, data and assessment are collected?**

*R24: This contract will primarily add on to the existing GIS database and maps. Other work under this contract will be to map and assess newly constructed or newly identified assets, but this has been a minor task in the past.*

*If the City annexes other areas, the unit rates for the mapping and assessment will be assessed for their applicability. In the past, DeKalb County has delivered the electronic GIS database and newly collected assessments replaced the initial data.*

*If newly annexed areas require additional services, the Scope of Work and Fees will be negotiated and addressed through an amendment.*

**Q25: Will the vendor be responsible for any map implementation, setup, training for city staff or users or is this just a hand off of deliverables?**



*R25: The City's MS4 database is a mature system that primarily needs new cyclical assessments and not new mapping and is primarily a hand-off of deliverables after the format of those deliverables is agreed upon and will be generally. Some setup of dashboards, weekly reporting, electronic report sheets to support MS4 Reporting will be required. The City's GIS Manager will be heavily involved.*

**Q26: What accuracy and/or technology does the city want the mapping information collected at?**

*R26: This is detailed in the REQUIREMENTS.*

**Q27: Does the city desire DWS information to be collected during the routine sweep of the area or does the city want this done subsequently at a particular interval or request of the city during the duration of the contract or both? We are trying to establish the quantity of this sample collection?**

*R27: As long as the Annual Scope of Work and Deliverables are provided to support the MS4 Annual Report, the method, schedule, staffing, etc. will be up to the Contractor. In the past, DWS, Pond Inspections, and Structure/Conveyance assessments have been three separate tasks performed on different schedules.*

**Q28: Upon lab results of DWS, will the vendor be responsible for continuous screening and sampling for water quality pollutants in the flow for a particular time frame(untill source tracing is established, or for a time frame after)?**

*R28: Source tracing begins immediately upon discovery of a potential illicit discharge. The assumption for the basis of question Q28 is erroneous. Consult the IDDE Plan, BMP C-3, Dry Weather Screening found in the Appendix for the required procedures.*

**Q29: Will the vendor be responsible for the IMOP procedures and response in Appendix B for assets that are deemed part of post construction?**

*R29: In general, yes. The goal of the program is to inventory, map, and assess 100% of the public and private stormwater assets in the applicable Inspection Zone each year. This does not include creeks and streams or outfall ditches / swales on private property. Responsibility ends at the last structure or closed conveyance.*

**Q30: The RFP asks for Unit Pricing. Can you please define the unit. Or was this meant to be a staff rate? For example we anticipate the assessment of GI/LID Structures to have a very different labor requirement than for example a single manhole. Should our unit price be uniform across every type of structure we encounter?**

*R30: Refer to Tables 4A-4C. Costs for each type of inspection are aggregated separately then summed to achieve the Year 1 Annual Fee. It will be assumed for the purposes of Proposal Evaluation that the same number of assets by asset type are inspected each year so that the total 5-year fee includes all assets. To estimate the Year 2 fee, the Contractor's Year 2 Escalator is applied to the Year 1 fee:*

$$\text{Year}_x \text{ Fee} = \text{Year}_{x-1} \text{ Fee} * (1 + \text{Year}_x \text{ Escalator})$$

*After Award and before issuing the Notice to Proceed, estimated annual fees will be balanced to reflect the anticipated number of assets in each Inspection Zone. A Purchase Order(s) will be issued for that year reflecting that estimate. At the end of each inspection year, the fee will be adjusted to reflect the actual number of assets inspected for the year. An invoicing template will be agreed upon prior to the first invoice, and periodic adjustments may be made to facilitate project management.*

*For Source Tracing, invoicing / payment will be based on the established hourly rate.*

**Q31: Where should we put the analysis and report for maintenance recommendations and priorities. Should it be shown on the additional costs line or wrapped up in the per unit**

*R31: Maintenance recommendation and priority of condition IS the assessment and are drop down choices for each asset in the database. There is no additional cost associated with providing this information. If the question refers to the Contractor's own internal QA/QC, that is part of the cost of performance and should be included in the unit pricing.*

*The City will work with the Contractor to establish the guidelines for maintenance and priority assessments during the Project Kickoff phase of the project.*

**Q32: RFP pg30, IMOP p17: What level of “Public Education and Outreach “ is expected as part of the Minimum Control Measures (MCMs)**

*R32: None. This is not part of the Scope of Work listed in the RFP. The IMOP is for reference.*

**Q33: IMOP pg7, 24-28: is the inventory, inspection, mapping, and condition assessments for the full 12,000 drainage structures, 200 miles of conveyance, 350 pond or just the MS4 1,900 structures, 38 miles of pipe, 10 miles of ditch, 39 ponds?**

*R33: The number of assets is listed in the RFP.*

**Q34: IMOP pg7, for the GI/LID structures with infiltration components (bioretention, infiltration trench, enhanced swale): would testing of the engineering media or infiltration be expected? Or visual observations only?**

*R34: Visual indicators and Professional Judgement only. The Contractor will flag adverse indicators and the City will contact the Owner to take the next steps.*

**END OF MEMORANDUM**

**END OF ADDENDUM #2**