

ADDENDUM NUMBER 1
2026 TRANSPORTATION ENGINEERING SERVICES
PROJECT NUMBER PW-2026-04
08/17/2026

The following changes, modifications, and/or clarifications to the project documents are a part, thereof, and change the original documents only in the manner and to the extent stated.

1. Bidders are reminded to comply with all the requirements for bidding as enumerated in the Project Manual, INCLUDING ACKNOWLEDGEMENT OF THE RECEIPT OF THIS ADDENDUM ON THE BID FORM.
2. Reference is made to Section 7.02, Pages 12 & 13 of the RFP. Remove pages 12 and 13 and replace them with the attached revised pages 12 & 13. There was an error in Section 7.02 regarding the alphabetic listing for the subsections.
3. Question was: Given the 25-page limit, may firms provide brief staff resumes in the proposal and include full resumes, licenses, certifications, and GDOT LAP training documentation in the appendix that does not count toward the page limit? **The answer is: the Town has a very limited staff so keeping things brief and to the point are desired. It is a goal for us to find a firm that can relate to a Town with a population around 8,000 people. Adding an index would count towards the 25-page limit.**
4. Question was: Should firms provide GDOT Prequalification Area Classes applicable to the services identified in the Scope of Work, and are any specific GDOT prequalification categories required for the prime consultant or subconsultants? **The answer is: the Town is interested in the GDOT Prequalification Area Classes applicable to the services identified in the Scope of Work. The Town does not require any specific Prequalification Area Classes. The Town is most interested in the prime consultant's area classes.**
5. Question was: The RFP requires submission of four (4) hard copies and one (1) electronic copy. Please confirm the acceptable format for the electronic copy (e.g., USB flash drive or other electronic media). **The answer is: The Town would like the electronic copy to be on a USB flash drive.**
6. Question was: In Section 7.02 E, a summary of GDOT prequalifications by Area Class and firm is requested. Is the Town only requiring the prime's GDOT prequalifications, or are ones from subconsultants required as well? If ones from subconsultants are required, are these able to be placed in the Appendix? **The answer can be found in item 2 above.**

7. Question was: Are the required tabs part of the page count? The answer is: Tabs that have only the Section's number and/or name will not be counted as a page. Tabs with additional information on the front or back of the page will be counted.
8. Question was: Is there a required list of Area Class numbers that the Town requests in an area class chart, or is it just the services in Section 2 that correspond with prequalification numbers that are to be covered and just listed on the organizational chart? The answer can be found in item 2 above.
9. Question was: Based on the scope of work requirements, please confirm if Value Engineering and Rainfall and Runoff Testing are required? The answer is:
10. Question was: in Section 7.02 D, is GDOT LAP training required for all key staff listed in the submittal? The answer is: The Town does not require all key staff to be LAP certified.
11. Question was: Section 7.02, B Firm Experience, Is the GDOT TIP experience mandatory? The answer is: GDOT TIP experience is not required.
12. Question was: Is Civil 3D 2010 required (or can we use similar equivalent software)? The answer is: The Town desires to have files that are compatible and useable with Civil 3D. Other software that is fully compatible with Civil 3D is allowed.
13. Question was: In section 9.05, there is language that represents broad form indemnity and duty to defend, which are against GA statute O.G.C.A 13-8-2(c), and the broad form indemnity is uninsurable. The answer is: Reference is made to Section 9.05. Remove Section 9.05 and replace it with the following: "Section 9.05 To the extent permitted by law, Contractor shall indemnify the Town and Town officials, including the Mayor, members of the Council, and agents and employees of the Town, for damages, losses, or expenses, including reasonable attorneys' fees and expenses recoverable under applicable law, to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of Contractor or other persons employed or utilized by Contractor in the performance of services under this Agreement."

END OF ADDENDUM NO. 1

7.00 RESPONSE TO CRITERIA

7.01 General Information Regarding the Criteria:

By submitting a proposal, the Firm represents that they have (1) thoroughly examined and are familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the Town's objectives. To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline described below and, at a minimum, contain the requested information. Respondents are encouraged to include additional relevant information. Omissions or incomplete responses in terms of content or aberrations in form may at the Town's discretion, render the proposal non-responsive.

7.02 Criteria Descriptions:

- A. Qualifications of the Firm – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Number of years in business and location of home and working offices;
 - b. Address, telephone and email address for the firm and major subconsultants;
 - c. Number of personnel employed that will be available to provide service for the project. Note if personnel are full, part, or seasonal employment. Include the use of any subconsultants;
 - d. Project Team - provide names and a brief resume of Project Manager and other key staff. Include list of relevant licenses and certifications in the state of Georgia for these types of work activities including staff that has undergone all GDOT LAP training within the past 5 years; and,
 - e. Provide summary of GDOT prequalification(s) by Area Class and firm along with other relevant certifications/qualifications.
- B. Firm Experience – As part of the criteria submission, firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. List a minimum of three (3), but not more than six (6), projects with references within the past 5 years where similar type of work and successful completion was performed; specifically, at least one activity with intersection studies and one activity with design and construction management of GDOT TIP projects. List date completed, services provided, involvement of proposed Project Team members, time to complete the design, time to complete construction, final estimate of cost, amount of accepted bid and final cost after construction. Phone numbers and email addresses of references are to be included. The Town reserves the right to make reference checks on any listed project and results of such reference checks will be factored into the scoring;
 - b. In the last 5 years has any member of the team ever failed to complete any work awarded to it or been removed from any project awarded? If yes, provide an explanation and contact information for that Owner's Project Manager; and,
 - c. Is your firm currently in litigation or have been in the past 5 years? If so, explain.
- C. Project Approach – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Provide examples, as applicable, of unique cost savings techniques that will enhance the services and final product to the Town;
 - b. Demonstrate your understanding of the proposal requirements;
 - c. Demonstrate your ability to stay on schedule and within budget; and,

- d. Provide insight on your Firm's ability to provide holistic approach to transportation planning studies, strategies for effective construction oversight, internal quality control procedures, project management techniques, "value-added" ideas, and other factors that Firm believes to be relevant to the RFP.
- D. Scheduling and Workload – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - d. Provide information on your current workload and how the Town's projects will be accomplished and effectively managed to deliver multiple project Task Orders simultaneously. Demonstrate your ability to move projects forward quickly. Provide availability of key Project Team members and backlog of work. Provide description of tools and software that will be used to develop and track projects;
 - e. Identify any foreseeable problems in the implementation of the project. Include how these potential problems may be resolved;
- E. Clarity of Submittal and Forms – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Conforms with the format instructions as listed above.
 - b. Provides information listed in the Response to Criteria.
 - c. Provides relevant information in a clear and concise manner that demonstrates the Firm's ability to communicate their understanding of the project and their ability to performing the project.
 - d. Firms shall submit the following required fully executed and completed forms:
 - a. Complete, sign and submit the Owner provided Required Document Checklist form
 - b. Complete, sign and submit the Owner provided Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) forms Parts 1 and 2.
 - c. Complete, sign and submit the Owner provided Firm Information form.
 - d. Complete, sign and submit the Firm's Insurance Certificate on the ACORD 25 form
 - e. Complete, sign and submit the Firm's Hourly Rate Schedule form in a separate sealed envelope.
- F. Financial Stability – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Form of ownership, including state of residency or incorporation. State if the offeror is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure.
 - b. Provide Certificate of Insurance as described in Section 9.00 Administrative and Offeror Information section of this RFP.
 - c. Supply Current Ratio (Current Assets/Current Liabilities) experience for the last five (5) years, with a signed affidavit from the Firm's Financial Officer.
- G. Fee Schedule – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. **All cost information shall be provided in a sealed envelope separate from the proposal.**
 - b. An Hourly Rate Schedule should be included and list all job classes/titles expected to bill against this Contract as well as any additional unit costs associated with travel, production of documents, etc. All fees, unit rates and hourly rates shall be held constant for any Task Order executed throughout the length of the project.
 - c. The Hourly Rate Schedule information should acknowledge that any changes to the proposed rates, fees, or other costs for future project Task Orders after June 30, 2027