



Request for Proposals PTC 19-05 Crooked Creek Trail Concept and Feasibility Study

ADDENDUM #1

The following changes, additions or deletions shall be made to the following document(s); all other conditions remain the same. Each Bidder shall be responsible for ascertaining, prior to submitting a Bid, that they have received all issued Addenda.

QUESTIONS

- 1) Does the trail have reasonable termini?
Response: Yes, the initial proposed trail termini are at Sandy Spring's proposed Crooked Creek Park and at the City's existing multi-use trail at SR 141/Peachtree Parkway and Holcomb Bridge Road.
- 2) Will the city provide locations and spaces for conducting stakeholder interviews?
Response: Yes, meetings and interviews shall be held at City Hall, unless stakeholders prefer otherwise.
- 3) Will the city set up the interview schedule and contact the stakeholders?
Response: The City intends on assisting with the interview schedule and contact of the stakeholders, but the selected consultant should be primarily responsible.
- 4) Will the city develop the list of stakeholders for the consultant to interview?
Response: No, the Consultant shall develop the list of stakeholders with assistance from the City.
- 5) Does the city want an On-Line public input survey with a set of predetermined questions?
Response: Yes.
- 6) Will the consultant need to develop the special Website that is connected to social media?
Response: This is not required but will be evaluated under Methodology if included.
- 7) Does the city want to establish a social media site, so the public can view the plans and respond periodically to the progress prints and plans?
Response: This is not required but will be evaluated under Methodology if included.
- 8) Are you wanting a complete Wayfinding plan that identifies and locates where each sign will go and what they will say?
Response: Yes, a complete Wayfinding plan shall be included in the proposal.
- 9) Are you requesting a complete Wayfinding signage system with designs for signs and other graphic elements as general Master Plan?
Response: Yes, this shall be included in the Wayfinding plan.

10) Should the Fee Proposal (hard copy and electronic) be submitted in separate sealed envelope apart from the Technical Proposal?

Response: The Fee Proposal shall be included as an exhibit attached to the proposal in a format that is clear and similar to the Section IV (page 6) of the RFP. The Fee Proposal will not count toward the page count and is only for information purposed and will not be considered in the evaluation process.

11) On page 7, Part V. as proposed schedule is required in GANTT chart format. Does the schedule count toward the page limit (or can it be excluded from the 10-page limit)? And can the schedule page be an 11x17 z-fold page?

Response: The schedule will not count toward the page limit and the schedule can also be printed as an 11"x17" sheet and folded to fit the proposal.

12) Disadvantage Business Enterprise Involvement – we recognize the requirement, but do not see a specified DBE participation goal. Can you clarify, is there a percentage participation by fee goal for DBE? Since there are 10 points assigned, as evaluation criteria, we'd like to better understand what the metric is for including DBE and receiving points for DBE participation.

Response: There is not a specified DBE participation goal, the City will allocate the 10 points based on each consultant's DBE inclusion.

13) Is it permitted to include resumes in a Appendices?

Response: Yes, but a summary of each project personnel's experience shall be included in the actually proposal.

14) Does the cover page and table of contents count in the final count page?

Response: No, the cover page and table of contents will not count in the final page count.

All other terms & conditions remain unchanged.

End of Addendum #1