



PURCHASING DEPARTMENT  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400/FAX (770) 528-1154

Rick Brun  
DIRECTOR

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**ADDENDUM No. 1**

**Sealed Bid # 10-5504  
Request for Qualifications  
Consultant Services for Stout Park Master Plan  
DATE: June 30, 2010**

Page 1 of 5

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

**Proposers shall acknowledge receipt of this addendum.**

Include this original form inside your proposal package.

**This Addendum consists of:**

- **Questions submitted in writing**

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**All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.**

**Electronic / faxed bid response will not be considered.**

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**I acknowledge that I have received Addendum No. 1**

**Sealed Bid # 10-5504  
Request for Qualifications  
Consultant Services for Stout Park Master Plan**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Sent to Purchasing

\_\_\_\_\_  
Please Print Name

Please sign, date, and return this form ONLY to:  
Cobb County Purchasing Department  
Fax #: 770-528-1154  
E-Mail: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Please note: The deadline for questions is: June 29, 2010 by 5:00 pm  
Any questions received after this deadline will not be considered.

Addendum 1  
Cobb County Sealed Bid # 10-5504  
Request for Qualifications  
Consultant Services for Stout Park Master Plan  
June 30, 2010  
Questions submitted in writing

- 1) Can we obtain a sample copy of the proposed contract agreement to be used between Cobb County and the selected consultant, for our review?

Reference to a "sample contract" is included in the General Terms and Conditions section of the RFQ document. No such "sample contract" is required under this particular request, however, and is therefore not required to be included as part of any response. A sample contract will be provided to the awarded vendor for review.

- 2) Please clarify if the initial proposal submittal will need to include a fee proposal.

No fee proposal is required in the initial response to this RFQ.

- 3) Is there a field run topographic survey in place for the site? Should we include a survey proposal our scope or is the master plan to be based upon GIS?

The Master Plan may be based on a combination of existing field run boundary data and existing Cobb County GIS. No survey proposal is required as part of this RFQ, but if the respondent feels that additional survey data is required, they should make this clear in their response.

- 4) Has any environmental evaluation or delineation of streams, ponds or wetlands been conducted on the site? Should this be included in our scope?

Existing Cobb County GIS data, which includes available hydrologic data, will be made available for creation of the Master Plan. If the respondent feels that additional evaluation is required, they should make this clear in their response to the RFQ.

- 5) Other than equestrian facilities, are there any additional uses of the park that the County is currently considering?

Appropriate uses for the property will be evaluated and established in the course of the Master Planning process, which will include public input. We do anticipate that any plan should take advantage of existing equestrian infrastructure at the site.

- 6) Are there utilities within distance of the park; i.e. water, sewer, power?

Electrical power and County water are available along Brownsville Road and Stout Parkway. Sanitary sewer service is not currently available to the park property.

- 7) Is a price to complete the work to be included in the “proposal” or not? This is presented as an RFQ, not an RFP. In Section 3.10 on pages 6 and 7 there is no reference to cost in the evaluation criteria, however on p11 Sect XI, there is a reference to ‘prices’, p15 Sect XXIII talks about ‘Firm Prices” and p16 Sect XXVII clearly includes cost as an evaluation criteria. Please clarify if a price is to be included or not.

No fee proposal is required in the initial response to this RFQ.

- 8) Page 11 Sect IX states that the County will not furnish property unless otherwise stated in the RFQ – we see no reference to base information, GIS data, etc. – will the County be able to provide base data in GIS format for the property – specifically topographic, hydrology, parcels, vegetation layers, etc.?

Existing boundary survey data and Cobb County GIS data, which include available hydrologic data, will be made available to the awarded vendor. If the respondent feels that additional base information is required, they should make this clear in their response to the RFQ.

- 9) Does the County have a preferred timeframe in which it would like to see the project completed, and if so, what is it?

No schedule has been established, but one will be mutually agreed upon prior to executing a contract with the awarded vendor. However, we anticipate that the process will take 4 to 6 months to complete.

- 10) Does the County have an established budget for the master plan process/scope of work?

No budget has been established for the master plan.

- 11) Has there been a boundary and topo survey of the property? If not, is a survey required for this project?

Existing boundary survey data and Cobb County GIS data, which includes available topographic data, will be made available to the awarded vendor. If the respondent feels that additional base information is required, they should make this clear in their response to the RFQ.

- 12) Has there been any park programming or park needs assessment for this park property / area of the County?

A county wide Parks and Recreation System Master Plan was prepared for Cobb County in 2003, which may contain useful information of this sort for the awarded vendor.

- 13) The RFQ states on page 1 that the property is suitable for an equestrian center...is this the main program element for the park site with equestrian trails?

Appropriate uses for the property will be evaluated and established in the course of the Master Planning process, which will include public input. We do anticipate that any plan should take advantage of existing equestrian infrastructure at the site.

- 14) Is there a timeline as to when the County would like to have the master plan completed?

No schedule has been established, but one will be mutually agreed upon prior to executing a contract with the awarded vendor. However, we anticipate that the process will take 4 to 6 months to complete.

- 15) Please confirm if this submittal is for qualifications only, and that no fees are to be included from proposers at this time.

No fee proposal is required in the initial response to this RFQ.

- 16) Page 15, XXVI, Indemnification/Hold Harmless. There is some language in this paragraph that insurance companies can't support. Would there be an opportunity to negotiate some details of this section?

Following evaluation by the Selection Committee, the County will negotiate fee, schedule, certain contract terms, etc. with the top rated firm. If an agreement cannot be reached with this firm, then negotiations will be undertaken with the second rated firm, and so on until the project is awarded.