

**COBB COUNTY  
DEPARTMENT OF TRANSPORTATION  
ENGINEERING DIVISION**

**January 11, 2012  
Task Order Contracting**

**ADDENDUM NO. 2**

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**BIDS RECEIVED UNTIL JANUARY 26, 2012 –12:00 Noon Local Time**

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The following addendum hereby amends and/or modifies the RFP Specifications as issued for this project. All bidders are subject to the provisions of this Addendum. **Bidders shall acknowledge receipt of this addendum in their proposal.**

**I. PRE-PROPOSAL CONFERENCE**

Minutes of the Pre-Proposal Conference held on January 9, 2012 are attached.

**II. FEE SCHEDULE**

The revised Attachment A Proposal Fee Schedules will be posted on the website as a separate document in Word format to allow typing in the rates.

**III. ADDENDUM ACKNOWLEDGEMENT**

An Addendum Acknowledgement form will be sent with this Addendum to acknowledge receipt of the Addenda. This document should be included in the proposal and will not count toward the total number of pages.

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Michael S. Cates, P.E.  
Preconstruction Engineer

MSC/ncr

cc: [Purchasing@cobbcounty.org](mailto:Purchasing@cobbcounty.org)

Attachments: Pre-Proposal Meeting Minutes  
Addendum Acknowledgement Form

**TASK ORDER CONTRACTING  
PRE-PROPOSAL CONFERENCE  
Tuesday, January 9, 2012 – 9:30 a.m.**

**PROPOSAL DUE DATE: January 26, 2012 – 12:00 Noon Local Time**

**DATE:** January 9, 2012

**ATTENDEES:** See Attached Sign-in Sheet

**MEETING MINUTES:**

- (1) This is the Pre-Proposal Conference for the **Cobb County Department of Transportation project – TASK ORDER CONTRACTING**. Request for Proposal (RFP) will be received until 12:00 noon on **January 26, 2012**, at **Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, Georgia**. RFPs will be opened and read aloud at 2:00 p.m. at the Cobb County Purchasing Department, 1772 County Services Parkway.

**NO PROPOSALS WILL BE ACCEPTED AFTER THE 12:00 NOON DEADLINE.**

**DO NOT DELIVER BIDS TO COBB DEPARTMENT OF TRANSPORTATION.**

Minutes of this meeting and any revisions will be issued as Addendum No. 2.

(2) **Project:**

The Task Order Contract will assist CCDOT in selecting firms to provide on demand support for CCDOT in implementation of the 2011 Transportation Improvements Program (2011TIP). The Task Order Contract is primarily for the 2011 SPLOST projects but may include general fund projects. The County does have monies in the general fund for possible transit and/or airport projects.

The 2011TIP is smaller than the 2005 program and contains undefined projects for drainage, culverts, bridges, intersections, etc., where CCDOT may need a quick response time. The Task Order Contract will allow for this quick turnaround without the need to advertise and issue an RFP.

(4) **Special Items to Note:**

There are 4 Task Order Categories

- A. Transportation Planning & Environmental Services
- B. Highway Design; Roadway, Bridge, & Surveying
- C. Traffic Engineering
- D. Soils, Foundation & Materials Testing

The required Georgia DOT area classes for the four categories are revised as shown below:

- A. Transportation Planning & Environmental Services: **1.01, 1.02, 1.04, 1.05, 1.06(a) through 1.06(g), 1.07, 1.08, 1.09, 1.12**
- B. Highway-Design; Roadway, Bridge & Surveying: **3.01, 3.02, 3.03, 3.06, 3.07, 3.08, 3.12, 3.13, 4.01, 4.02, 4.04, 5.01, 5.02, 5.03, 5.04**
- C. Traffic Engineering: **1.10, 3.06, 3.07, 3.09**
- D. Soil, Foundation & Materials Testing: **6.01(a), 6.02, 6.03, 6.05**

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**(4) Special Items to Note (continued):**

You will need to submit a separate proposal for each category for which you will be proposing.

Total maximum value of this contract is \$350,000.00 per firm, per year for a two-year period (\$700,000.00 maximum for life of contract).

All firms submitting a proposal must be currently pre-qualified with the Cobb County Department of Transportation (CCDOT) and Georgia DOT.

Addendum(s) will be posted on both the Purchasing, <http://purchasing.cobbcountyga.gov/bid-list.htm>, and DOT, <http://dot.cobbcounty.ga.gov/bid-rfp.htm> websites. It will be your responsibility to monitor the sites and to acknowledge receipt of addendum(s). Attached is a form developed to acknowledge receipt of the addenda and to be included with the proposal.

The page count for the Task Order Contracting is 25 pages. Page count does not include front or back covers, dividers, prequalification sheets, financial history or addendum acknowledgement form.

Local Vendor Presence does not impact this RFP, as it was advertised prior to January 1, 2012.

Award of any Task Order will require Cobb County Board of Commissioners' approval for both amount and contract.

**(5) Questions and Answers:**

**Q1. Page 7 of 16; Part I (2) indicates the proposal will include an evaluation of the litigation history and asks for a number of specifics on this; however, the Proposal Requirements on page 8 of 16 do not reference this. Is this to be included with our proposals? And if so, does it count towards the 25 page limit?**

A1. Yes the Litigation History is included in the 25 page limit. It is recommended to create a summary table.

**Q2. In the event a firm is in the process of renewing its pre-qualifications with GDOT, since the pre-qualifications expired at the end of 2011, will Cobb County DOT allow for pending pre-qualifications as long as the package is submitted to GDOT prior to the due date of this response?**

A2. No, must be currently prequalified with GDOT in area classes shown at the time the RFP is submitted. The RFP also states that "Consultant shall submit the most recently "Notice of Professional Consultant Qualification Form" and that failure to submit form shall result in the proposal to be deemed non-responsive.

**Q3. Please provide clarification regarding the page limit for proposals regarding Cobb County DOT's Request for Proposals 2011 Transportation Improvements Program.**

A3. The Task Order Contracting RFP has a page limit of 25 pages, the Lower Roswell Road RFP which we also have out at this time has a 20 page limit.

**Q4. Will the GDOT Pre-Qualification Sheets, Page Dividers, or Financial History Count towards the page limit?**

A4. No, these items will NOT count toward the page limit.

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- Q5. For the purposes of confidentiality, would it be possible to submit the financial information in response to the above separately from the proposal in an attached sealed envelope?**  
A5. No.
- Q6. RFP, dated December 30, 2011 states "non-cost technical proposal", however, Page 8 of 10 Paragraph VI - Fee Services, requires hourly rate submission. Please clarify. Further, if hourly rates are required, is it in separate "Sealed Envelope" of part of proposal.**  
A6. Hourly rates will not be scored specifically but will be scored as part of the overall proposal. Hourly rates are to be included in the back of the Proposal and shall not be submitted in a separate sealed envelope.
- Q7. RFP, dated December 30, 2011, mentioned required information on Page 5, (six items), Page 6 Part I (five items) and Page 7 minimum required information (six items). Please clarify what is the preferred format required for evaluation.**  
A7. More than five specific projects will be allowed, disregard direction to "provide no more than five (5) specific projects."
- Q8. Is GDOT "Notice of Professional Consultant Qualification" needs to be included in proposal?**  
A8. Yes, this must be included in your proposal and does not count toward the 25 page limit.
- Q9. We believe Task Order Contracting will be mainly for a small project, where is the need for area class 5.4 anticipated?**  
A9. The County desires to have the flexibility to have this service if needed.
- Q1. There are duplicate rates for Category A & B for environmental work. Is the intent to have Category B also include Category A work?**  
A10. No, the duplicate rates will be deleted. The intent of the Task Orders is for Category A work to be done by Category A firms and Category B work be performed by Category B firms. All selected firms in different categories will be expected to coordinate together when appropriate.
- Q11. Please clarify the BFI per Bent and WFI per LF of retaining wall in the hourly rates table?**  
A11. These have been removed and will be determined on an as needed basis.
- Q12. Landscape Architecture is called out as a required design category but no title is listed in the Hourly Rate Table?**  
A12. This has been added.
- Q13. Can Sub-contractors help meeting the pre-qualification?**  
A13. Yes. This was answered in Addendum No. 1.
- Q14. Are DBE requirements part of the proposal and the evaluation process?**  
A14. No.
- Q15. Regarding the evaluation criteria involving financial stability – Can you give an example on the ratios? Will the financial stability be for all firms for only for firms that have been selected? The ratios can pretty well be skewed dramatically if comparing to another firm's**  
A15. This information should be prepared by your company's accounting procedures. The information in this category will be evaluated by the Cobb County Finance Department.

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**Q16. On the RFP under category - C. Traffic Engineering, you reference Class 3.08; however, it is not shown on the Fee Schedule in Category C. Please clarify.**

A16. The Class has been added to revised Category C contained in this addendum.

**Q17. Will the Consultant Service Agreement (CSA) be online?**

A17. Once the CSA is finalized it will be placed on the website.

**Q18. GDOT nor other local governments do not require the information requested under Financial Stability for engineering service contracts, please clarify what financial information is anticipated.**

A18. This is the Cobb County procurement policy as approved by the Board of Commissioners on December 20, 2011. Which states the following: *Financial Stability of the top proposer(s) will be evaluated by the Finance Department in the following areas: Liquidity Ratios (1 point); Financial Leverage Ratios (2 points); Profitability Ratios (1 point); and whether an audited or reviewed Financial Statement is submitted with Proposal (1 point).*

**(6) Review:**

**Proposals are due at NOON on January 26, 2012 at the Cobb County Purchasing Department.**

If you submit in all four categories, separate proposals are required. Eight bound copies of the Consultants' proposal are required for each service category.

**(7) Questions should be submitted to [Purchasing@cobbcounty.org](mailto:Purchasing@cobbcounty.org) no later than NOON on Monday, January 22, 2012. Questions received after the Noon deadline will NOT be answered.**

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**Michael S. Cates, P.E.  
Preconstruction Engineer**

**Attachments: Sign-In Sheets  
Attachment A –Proposal Fee Schedule (Revised)**

**Cobb County  
Department of Transportation**

**ADDENDUM ACKNOWLEDGEMENT FORM**

We acknowledge receipt of the following addendum(s) for the TASK ORDER CONTRACTING Request for Proposal.

**ADDENDUM NO. 1**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**ADDENDUM NO. 2**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Consulting Firm

\_\_\_\_\_  
Date

*Insert signed copy of this form in your final proposal after the cover letter.*

**1.11.12**

## SIGN-IN SHEET

PURPOSE: PRE-PROPOSAL CONFERENCE

Project Name: TASK ORDER CONTRACTING  
Cobb County DOT / TMC - Conference Room "E"

DATE / TIME: January 10, 2012 @ 9:30 a.m.

1 of 10

NAME	ADDRESS	PHONE # or E-MAIL (optional)
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Jennifer King	HNTB	jjking@hntb.com
CHRIS AMOS ADAMS	2470 SANDY PLAINS RD MARIETTA, GA 30066	cadams@seengineering.com 770-321-3936 ext 209
Keith Franklin	SEI 2470 Sandy Plains Rd, Marietta, GA.	(770) 321-3936 Kfranklin@seengineering.com
GEORGE ADAIR	ATC 1841 WEST OAK PKWY MARIETTA GA 30062	770 427-9456 george.adair@ateassociates.com
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NAME	ADDRESS	PHONE # or E-MAIL (optional)
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NAME	ADDRESS	PHONE # or E-MAIL (optional)
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NAME	ADDRESS	PHONE # or E-MAIL (optional)
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NAME	ADDRESS	PHONE # or E-MAIL (optional)
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NAME	ADDRESS	PHONE # or E-MAIL (optional)
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NAME	ADDRESS	PHONE # or E-MAIL (optional)
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9/2/10

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NAME	ADDRESS	PHONE # or E-MAIL (optional)
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RON OSTERLOH	POND & CO 3500 PARKWAY LN S1600 NORCROSS GA 30092	OSTERLOH@POND&CO.COM
SAMEER PATHARKAR	5185 Peachtree Pkwy, Ste 240 NORCROSS, GA 30092	spatharkar@forestitegroupinc.com 770-368-1399