



March 18, 2022

## **ADDENDUM NUMBER ONE**

**ATL RFP Number 22-013**

**REQUEST FOR PROPOSALS**

**Atlanta-Region Transit Link Authority (ATL)**

**245 Peachtree Center Avenue, Suite 2200**

**Atlanta, GA 30303**

From: Richard Sawyer, ATL Issuing Officer

To: Potential Respondents

This Addendum forms a part of the **Request for Proposals (RFP) No. 22-013** and modifies the RFP as described below. ATL changes and clarifications are underlined. **This Addendum consists of Five-(5) pages.**

### **1. ATL ANSWERS TO QUESTIONS RECEIVED**

*ATL is hereby issuing responses to questions received from firms interested in the RFP. Answers are underlined.*

1. After reviewing the Request for Proposals for the ATL Solicitation #22-013, specifically Section 1.3 Type and Term of Contract, I noticed that a contract value is not currently included. Are you able to advise of the approved amount for this contract? ATL advertised a general amount of \$7,000,000 estimated for the initial 4-year term. This is only a general projection for all envisioned services, however. As such, this general amount is not necessarily applicable any one specific contract.
2. On section 2.2, it states "Document 8-Price Proposal is NOT REQUIRED as it is not applicable for this RFP phase". Are providing "ranges of rates utilized in past performances of similar, relevant scopes" under 3.7.3 therefore optional? Ranges of rates in past performances of the proposers are sought only to inform ATL of examples of scope-to-compensation information, and such information is requested- not required, to the extent the proposer can or wishes to provide it. Such information may be considered in evaluation but shall only partially contribute to ATL's assessment of suitability and scope reasonableness, not as a projected cost or price evaluation.
3. On the offer document #1 – Complete Proposal Checklist, some forms are missing and some forms are not in the order of the checklist. Please utilize the checklist and add any checks for

forms you are providing which may not be listed on your checklist. Please contact the Issuing officer if you have any questions about this.

4. Offer documents #7 and #9 is missing. Offer document #9 is provided in the Offer Document Portfolio. Please contact the Issuing officer if you continue to have trouble locating it. Offer Document #7 shall be in the preferred format of the Proposer as stated in the RFP. Please disregard the Offer Document #8 in the Portfolio, as no Price Proposal shall be submitted.
5. Do subcontractors need to complete offer document #4 – Proposer Information Form? No.
6. With the short duration between answers provided by ATL (March 18) and proposal due date (March 24), we request a 2-week extension of the proposal due date to April. An extension is not anticipated, however please continue to check the website(s) for any additional addendum in case one is granted.
7. Can the Atlanta-Region Transit Link Authority provide a copy of the sample contract, as referenced at the beginning of page 16 of the RFP? Yes, this is provided with Addendum #1.
8. Section 3.4 of the RFP requests a List of References. In addition, Section 3.7.1 requests three References for each category. Are the requested references different between these two sections, or are they the same? They are the same, they are just requested in different places. Responses should satisfy both sections, and only the total of three references per category are required.
9. Do we need to provide just one set of Sections 3.8 through 3.17 for the entire proposal or one for each category? One set for the entire proposal for those sections is sufficient.
10. Pages 18 and 22 have sections stating “Part X of section X.X”. Could you please clarify what Part and Section are referenced? The indicated statement in section 3.3 is referring to instructions in section 2.5, and the indicated statement in both sections 4.2.1 and 4.2.2 are hereby be changed to mean “the standards set forth in this RFP”.
11. Are the references requested limited to the prime contractor, or can references for subconsultants be included? References are required for the prime contractor only.
12. In Section 3.7.3, is the “Project Manager” role listed as the project manager for the entire contract or the project manager position/s for different potential individual assignments to come under the contract? The Project Manager role most relevant to the scope(s) in which the Proposer is proposing services for.
13. Do visual org charts/matrix qualify as graphics or narratives? This is regarding the 1” margin requirement. Org charts and matrices qualify as graphics and the 1” margin does not apply
14. Additionally, Toole Design has implemented a telecommute policy in order to keep employees and their families safe during the COVID-19 outbreak, and should physical copies still be required, we’d like to kindly request electronic/digital signatures be allowed in lieu of an original copy. Please provide a physical original proposal per previous instructions and include a thumb drive or flash drive containing a single PDF file inclusive of all deliverables. The electronic copies

will be allowed on the thumb drive and will satisfy the previous requirement of the multiple copies. However, the physical original will be considered the official proposal, and will supersede any discrepancy from copies or electronic file.

15. May we include a cover? Yes
16. May we include divider pages to separate each of our Offer Document #6s and Offer Document #7s? Yes
17. May we print pages double-sided? Yes
18. Will Federal funds be utilized in the performance of this prospective contract? Yes.
19. May we place headers, footers, or page numbers in the 1" margins? Yes
20. Offer Document #4 includes boxes for three (3) project references. Are each of these three (3) references supposed to cover all categories we are proposing on? Section 3.7 includes three (3) or more project references. Do these need to/can they repeat references included in Offer Document #4? Please see answer to question #9. References can cover the categories you are proposing on, but it is not required.
21. Offer Document #11- Subcontractors and DBEs. Can we include the listed table multiple times to represent the subconsultants/DBEs in each of our categories? Yes. Or, would you prefer we submit a separate Offer Document #11 for each category we propose on? You may do either, whichever you feel is most representative of your proposal.
22. There is no Offer Document or form to include Required Disclosures (2.16 in the RFP). May we include the Required Disclosures on a separate page after all the Section 3 Offer Documents? Yes.
23. Due to page limitations, would resumes for key staff in the Appendix be acceptable to the ATL? Yes, but must be limited to 6 pages.
24. Please confirm that for each category bid that a separate submission for both sections 3.6 and 3.7 is acceptable/required. Yes, confirmed.
25. Since the ATL is requesting extensive information regarding team structure and experience within a 10-page limit, can proposers include staff resumes in an appendix that do not count toward a page limit?. Yes, but must be limited to 6 pages.
26. Are tabs allowed? Yes. If so, will they count toward the page limit? No.
27. Can firms include a cover letter? Yes, but must be limited to 1 page.
28. Can proposers include 11x17 sheets within their proposals to count as 1-page? No

29. Other than the Subconsultant Affidavit (Offer Document #10), do subconsultants need to complete any of the required forms? No.
30. If a firm has a pending DBE certification application, will their participation count toward the DBE goal for this contract? Yes, for evaluation purposes, but will not officially be a part of an actual award until such firm is certified.
31. Will the ATL provide a sample contract prior to the submission deadline? A sample Agreement is provided with this Addendum #1.
32. Since the sample contract was not included with the original procurement, will the ATL extend the submittal deadline in the event that proposers have questions, clarifications, or recommendations to the contract language once a sample contract is issued? If not, will the ATL accept any recommendations to the contract language within proposals? Any exceptions to the sample Agreement must be provided as an attachment to the proposal. ATL reserves the right to reject any or all exceptions to the Agreement. As specified in the answer to Question 6, no submission deadline extension is anticipated.
33. Will the ATL accept digital signatures from an authorized signer on the Offer Document forms? Yes, on the electronic submitted file, but original signatures will be required on the physical, original proposal.
34. Will the ATL consider removing item 3.7.3 regarding general hourly rates for past performance references since fee info is not part of this RFP? See answer to question #2.
35. If item 3.7.3 regarding hourly rates is required, can proposers submit lump sum contract amounts in place of hourly rates? See answer to question #2.
36. On RFP pg. 17 under Item 3. Required Proposal Contents, proposers are asked to submit items 6-7 for each Service Category. Does that mean that proposers have 6 pages total per category for Offer Document #7 (i.e., 12 pages total for Past Performance if submitting on 2 categories)? Yes.
37. For Item 3.7.2 on pg. 20, will the ATL clarify what they are looking for? Yes, regarding past performance, please provide information in this section on how the performance(s) met or exceeded what the client(s) had hired your firm for, specifically with respect to budget and schedule, providing client review metrics if available.
38. Document #8 – Price Proposal – RFP indicates that the Price Proposal is NOT required; however, the Offer Document #8 indicates the Price Proposal should be submitted in a separate sealed envelope. Please clarify if the Price Proposal document is required? A Price Proposal is not required.

## **2. ATL AGREEMENT DOCUMENT**

*ATL is hereby issuing a sample Agreement which shall be presumed by the Proposers as the prospective Agreement for scopes contracted as a result of this RFP.*

*The Agreement can be accessed using the Dropbox link, below:*

<https://www.dropbox.com/s/q24ruw4yphv67pg/Sample%20Agreement-%20General%20Planning%20and%20Technical%20Services-%202022%20.pdf?dl=0>

**END OF ADDENDUM NUMBER 1**