



December 29, 2021

**Addendum #3
RFP # 21-019**

On-Call Engineering Services

***** FOR RELEASE *****

DUE DATE: JANUARY 6, 2022 – 2:00 PM

SUBMITTAL LOCATION:

SUGAR HILL CITY HALL
CUSTOMER SERVICE DESK
5039 W. BROAD ST
SUGAR HILL, GA 30518

OPENING TIME: 2:01 PM

OPENING LOCATION:

SUGAR HILL CITY HALL
HISTORY MUSEUM ROOM
5039 W. BROAD ST
SUGAR HILL, GA 30518

The location for submittal within the building is changed and all previous location information to the contrary superseded to reflect the proposals are due at the Customer Service Office (Desk) at Sugar Hill City Hall (to the attention of the Assistant City Manager) via U.S. Mail, Express Delivery Service, hand-delivery, or courier by 2:00 o'clock (EST) legal, local time as indicated in previous addenda.

With packages properly marked with the RFP#, these will be time and date-stamped when received and kept by the customer service manager until possession is granted to the Assistant City Manager and opened in accordance with the text of the RFP.

The proposals will be collected by the Assistant City Manager from the Customer Service Office and opened publicly by this person and associated project management staff, where each response will be cataloged. Sealed fee proposals will be opened at the time prescribed by state law.

Questions/Clarifications from prospective firms:

1. Do proposal cover/back/dividers/tabs count towards the “not to exceed 50 page” count?
 - a. **No.**
2. Does the required Certification Form count towards the “not to exceed 50 page” count?
 - a. **Yes.**
3. Schedule C – Similar Project Experience: The description for this form indicates, “similar projects shall be as defined as projects of similar dollar value, size, scope and complexity of this Project”. Can we provide our on-call, demand and/or standby services experience and reference with other municipalities?
 - a. **Yes, this is a standard/template format and may not fit all project types, scope, or extent. Using good judgment in how the experience is presented would demonstrate an ability to adapt in a prospective project’s design phase.**
4. Schedule I – Public Project Record: The description for this form indicates, “list all completed public buildings during the past three (3) years”. Can we provide several examples of projects completed as on-call, demand or standby services experience with other municipalities?
 - a. **Yes, see answer above with the caveat that the experience requested is client-type focused, be specific with the vertical construction component of the request as appropriate whether in an on-call capacity or not.**

END OF ADDENDUM #3 – 21-019