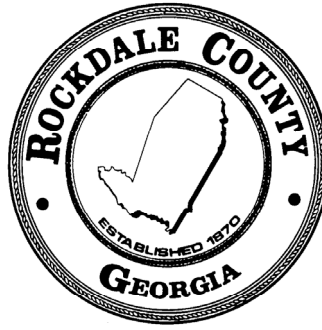


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MICHELLE IRIZARRY, CFO
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Addendum No. 1

**RFP No. 24-03
ROCKDALE COUNTY'S PLANNING & DEVELOPMENT UNIFIED
DEVELOPMENT ORDINANCE UPDATE**

August 23, 2024

RFP #24-03 is hereby amended as follows:

1. Below are questions received and corresponding answers:

A. Question: Can you confirm that the 10-page limit applies only to the scope of work section? I just want to make sure this limit does not apply to required forms, the title page, section dividers, resumes, or project reference sheets necessary to demonstrate qualifications.

Answer: Yes, only the detailed scope of services and excluded items such as cover, table of contents, required forms, and resumes.

B. Question: Can the County please clarify if just our response to the Scope of work on page 10 has a 10-page maximum? Will other information such as a cover page, table of contents, tab dividers, firm profile, cover letter, and project experience/resumes be excluded from the 10-page limit?

Answer: Yes, only the detailed scope of services and excluded items such as cover, table of contents, required forms, and resumes.

C. Question: Does just the Proposal Form on page 11 get sealed separately or do all required forms need to be sealed in a separate envelope?

Answer: The Proposal Form needs to be in a separate sealed envelope but can be in the same sealed envelope as the Technical Proposal, copies, and flash drive.

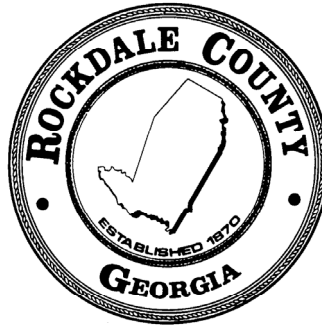
D. Question: Should we submit the reference form in a separate sealed envelope with the rest of the forms or does the County prefer the reference form to be included within our proposal package under the Experience/Performance section?

Answer: Please submit with Technical Proposal package.

E. Question: Does the "related task needed" include amending the ordinance accordingly to the Rockdale Ordinance?

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Answer: Yes, and tasks to update the ordinance, plan for stakeholder meetings/public coordination, etc.

- F. Question:** We note that the County adopted a Collaborative Residential Subdivision ordinance in 2023. Was that new district type created to implement the Conservation Residential character type described in the Comprehensive Plan? Has the County received any applications or queries about those new provisions?

Answer: Collaborative Residential Subdivision was adopted in 2023 but updated to allow the zoning to be used in different character areas. The county has received several applications related to the zoning category. The district type's intent was to be implemented in the Conservation Residential character type however has been used more recently in the medium-density residential type.

- G. Question:** Can the County please clarify what we should include on the Proposal Form, Part I: Proposal Summary? Is this where we should include our proposed cost for the project?

Answer: Yes, this is where you should place your price proposal.

- H. Question:** The Comprehensive Plan includes a goal to enact a redevelopment and infill ordinance with staff as the lead. Does that mean it will be adopted before the completion of the UDO revision?

Answer: No, it will be adopted after the completion of the UDO revision.

- I. Question:** Can you please share the anticipated evaluation schedule of respondent submittals and the anticipated date of Notice to Proceed?

Answer: It is unknown at this time.

- J. Question:** Could you please share the anticipated total consultant budget for this project?

Answer: \$300,000.00

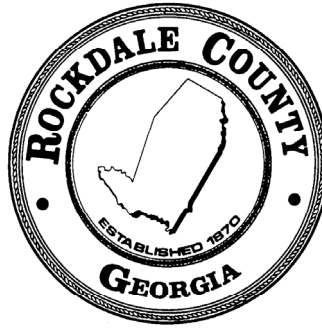
- K. Question:** On Page 2, the RFP references a Price Proposal Form that must be sealed separately with the submittal; Page 9 references a Proposal Form that must be sealed separately with the submittal. Could you please confirm that these are one-and-the-same document, which has at the top, the table PART I: Proposal Summary, for listing dollar values?

Answer: That is correct, they are the same. The Proposal Form, in its entirety is to be submitted in a separate sealed envelope.

- L. Question:** On Page 3, under QUALIFICATIONS OF OFFERORS, Comment/Question: In our corporate home state of Texas, we are not required to have a business license. Would it suffice to state that fact in the

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submittal location where respondents are to attach a business license?

Answer: Yes, that will suffice.

M. Question: The Qualification Statement and Questionnaire referenced on Page 3 does not seem to be provided in the RFP document. Can respondents therefore assume that it is not required and disregard references to it?

Answer: Correct, you can disregard. The Qualification Statement and Questionnaire is not required for this RFP.

N. Question: Page 7 references an affidavit for the Illegal Immigration Reform and Enforcement Act of 2011, to be returned notarized, that also seems to be absent from the RFP document. Could you please clarify whether it is required in the submittal, and if so, provide a link to, or a copy of, the form?

Answer: Please disregard, that document is not required for this RFP.

O. Question: Page 9, Item 7, under STANDARD INSTRUCTIONS states that “each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal.” Is this intended to mean all proposal forms (“lower case”), or does it pertain to just the document titled “Proposal Form”?

Answer: It pertains to the actual Proposal Form where your pricing will be.

P. Question: Could you please confirm that the 10-page limit noted on Page 10 applies only to the detailed scope of services section, and excludes items such as cover, table of contents, required forms, and resumes? Are there other page limitations?

Answer: Yes, only the detailed scope of services and excluded items such as cover, table of contents, required forms, and resumes.

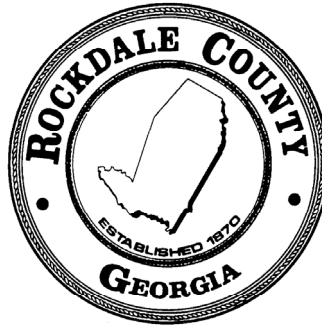
Q. Question: Page 10 also states that the desired project completion date is XXXX, 2025. Would a proposed completion date of February or March 2026 be workable for the County?

Answer: Yes, the county is amenable.

R. Question: The County’s Subpart B- Planning and Development code includes three Titles: Administration, Land Use and Zoning, and Development and Permitting. Page 11, The Proposal Form, has entries for three Titles in the table in PART I. Are these the three Titles references in the table? Thus, is the County asking for a breakdown on a fee per Title of the code rather than a breakdown based on project phase and task? If that is not the intent, could the County please clarify the term “Title” in this table; and also, confirm that we may provide a phase/task-based breakdown of pricing?

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Answer: The county is asking for a breakdown per Title. Title 1 Administration, Title 2 Land Use and Zoning, and Title 3 Development and Permitting.

S. Question: Page 11, The Proposal Form, also mentions submitting “more than one brand.” Could the County please clarify the meaning of the term "brand" on this form?

Answer: Disregard “brand”.

T. Question: Page 38, the Proposal Checklist, references one (1) EBO Form: According to the instructions for the EBO program starting on page 24, it sounds like respondents are required to submit the Affidavit – Schedule of Intended Subcontractor Utilization AND the Subcontractor Contact Form. Please clarify which form is required, or if both forms are required.

Answer: The Subcontractor Contact form should be submitted. If a SBE or HUB will be used, the Affidavit – Schedule of Intended Subcontractor Utilization form should also be submitted.

U. Question: Is the Proposal Checklist included for respondents’ benefit, or is it supposed to be included in the submittal?

Answer: Please include it in your submittal.

2. All other conditions remain in full force and effect.
3. If a proposal has been submitted and anything in this Addendum causes the contractor to change the item offered or to increase or decrease the proposal price, the new price and/or changes will be inserted below:

4. All contractors under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on the Proposal Form, page 11 of this RFP.

Tina Malone

Tina Malone, CPPB CPPO
Purchasing & Procurement Manager
Department of Finance, Purchasing Division