



CITY OF DAHLONEGA
465 Riley Road
Dahlonega, Georgia 30533
Phone: 706-864-6133 • Fax: 706-864-4837

**CONSTRUCTION ENGINEERING AND INSPECTION (CEI)
SR9/SR60/US19/MORRISON MOORE PARKWAY
PEDESTRIAN BRIDGE & SIDEWALK IMPROVEMENTS**

**GDOT PI 0016629
CITY OF DAHLONEGA RFQ#2024-009**

ADDENDUM 1

Addendum Issue Date: December 4th, 2024

Addendum Subject: Response to Questions and Answers

Addendum Page Numbers: 2

1. For the submittal of Phase I of the solicitation mentioned above, how many copies are we required to submit?

Please submit one original and five copies for Phase I.

2. Are we required to provide an electronic copy of the submittal on a USB/flash drive?

No, an electronic copy of the SOQ is not required, but is appreciated by the City if included in a company's submittal.

3. Do we need to submit anything on the GPR website?

No. The City posts documents on the GPR for advertising and transparency of the project. Respondents do not need to submit any documents on the GPR.

4. The RFQ references KTLs and KTM but none are outlined. Does the City have some roles in mind, or should the consultant fill in those roles as they see fit? Below is an example of a recent GDOT CEI RFQ for reference and clarification.

7. Related Key Team Leaders:
A. Project Engineer – (2 Each)
B. Junior Project Engineer – (1 Each)
C. Senior Inspector (3 Each)
D. Inspector I – (1 Each)
E. Inspector II – (1 Each)
Total of eight (8) Key Team Leaders

The City would prefer that the respondents provide only those team members that are necessary to complete the task in full and in accordance with the project's scope,

schedule and budget. An expected response would, at a minimum, include each team leader, manager, engineer, technician or other individual identified by their title and expected role. Additional individuals may also be included if there is the potential for their involvement. Overly superfluous and extensive lists of employees that stand little chance of being involved in the project are discouraged.

5. I was looking on the City’s website and I noticed the sign-in sheet for the mandatory pre-qualification meeting is of contractors only, and I was wondering if there was another sign-in sheet for the meeting? This information will help us ensure compliance with the necessary requirements.

The pre-bid sign in sheet for RFQ#2024-009 PI 0016629 has been posted to dahlonega.gov and the GPR under this project’s post.

6. Could you kindly confirm which forms are required for submission, or point me to the relevant section in the bid documents where these forms are detailed? Your clarification will ensure that our submission meets all requirements.

Please refer to Section V Instructions for Content and Preparation of Statement of Qualifications- A. Administrative Requirements in the RFQ packet. Exhibit B and Exhibit C are included in the RFQ packet (page 17 and page 18) and are to be included in the Phase I response. Attachment D should also be included in Phase I response.

- 2. **Certification Form** - Complete the Certification Form (*Exhibit B” enclosed with RFQ*) and provide a notarized original within the firm’s Statement of Qualifications. This is to be submitted for Prime **ONLY**.
- 3. **Georgia Security and Immigration Compliance Act Affidavit** – Complete the form (*Exhibit “C” enclosed with RFQ*) and provide a notarized original within the firm’s Statement of Qualifications. This is to be submitted for Prime **ONLY**.
- 4. **Addenda** - Signed cover page of any Addenda issued for the Prime **ONLY**.

ADDITIONAL SUBMISSION INSTRUCTIONS:

Please deliver sealed Statement of Qualifications by December 11th, 2024 2:00pm to Dahlonega City Hall 465 Riley Road Dahlonega GA, 30533.

Mark the sealed envelope with the RFQ#, RFQ Title, proposing firm’s full legal name, and the specific project contract being submitted to include the Project Numbers, PI Numbers, and Description.

ADDENDA ACKNOWLEDGEMENT TO BE EXECUTED AND INCLUDED IN PHASE I RESPONSE:

Signature

Date

Printed Name

Title