

March 26, 2024

TO: ALL BIDDERS UNDER RFP NO. 24-500667

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

### ADDENDUM NO. 1

Request for Proposal (RFP) No. 24-500667 Presidential Parkway - Embury Hills Arts & Culture Small Area Plan (SAP), is hereby modified as follows:

1. The Proposal deadline has been extended to 3:00 p.m., Thursday, April 4, 2024.
2. We have received the following questions pertaining to this RFP. The questions and the responses are below:

A. **Question:** Section V.B.2 calls for a project website. Will the Awardee create/maintain the site, or will DeKalb Co. do this?

**Answer:** DeKalb County Planning & Sustainability Department will provide access to our Engage DeKalb (Granicus) platform hosting and maintenance.

B. **Question:** Do you prefer the work is led by an artist or an urban design/planning agency?

**Answer:** DeKalb County Planning & Sustainability Department has no stated preference for the Project Team Lead.

C. **Question:** Are there any previous studies on arts and culture teams should reference?

**Answer:** No particular previous studies are recommended.

D. **Question:** Will Dekalb County lead the announcement of and distribution of invitations to publicly hosted events?

**Answer:** DeKalb County will not lead outreach efforts. DeKalb County will assist awardee with its contact list resources as well as furnish and outreach site. (Engage DeKalb Platform)

E. **Question:** Could you kindly offer clarification regarding the outlined required document (per the required documents table on page 3 of the RFP) “Scope of Work with Exhibit A – Attachment A”? While pages 12 through 17 of the RFP delineate the project’s scope, we seek guidance on how you would like us to address this in the required documents section. Is a simple acknowledgment of the scope sufficient for your needs?

**Answer:** Acknowledgement of the scope will suffice. Failure to submit attachments with asterisk (\*) with your proposal will render your proposal non-responsive.

- F. **Question:** I see that the RFP asks for 3 references for services similar or larger in size and scope, but these are client contact references. However, in our previous submissions, we typically included previous projects and relevant experience in this section to demonstrate our capability with projects of comparable magnitude. The RFP doesn't seem to explicitly specify a dedicated section for such project experience. Could you please provide clarification on where we should incorporate our previous relevant project experience?

**Answer:** In addition to providing references on the required Attachment E, Contractor Reference and Release Form, Proposers may provide an additional attachment(s) that provide further detail of past projects and relevant experience. Please keep in mind that failure to submit Attachment E, Contractor Reference and Release Form, will result in a Proposers submittal to be deemed non-responsive.

- G. **Question:** During the pre-proposal conference, Exhibit 3 (page 53 of the RFP) – Contract for Work was mentioned. Could you please clarify whether this contract needs to be filled out and submitted with the proposal, or is it only required if awarded the contract?

**Answer:** The Sample contract is provided for sample purposes only and it is not required to be submitted with the proposal.

- H. **Question:** Could you please provide clarification on the duration for which the proposal must remain valid after the due date to the County? Section 3, Letter F (page 5 of the RFP), requests “a statement that the proposal shall remain in effect for and not be withdrawn for one-hundred twenty (120) days after the due date to the County. While Section F (page 9 of the RFP) states that “proposal submitted in response to this RFP must be valid for a period of One Hundred fifty (150) days from proposal submission deadline and must be so marked.” Could you please clarify this inconsistency?

**Answer:** DELETE section VI. Contract Administration, sub-section F. Proposal Duration, “Proposals submitted in response to this RFP must be valid for a period of One Hundred Fifty (150) days from proposal submission deadline and must be so marked.”

and REPLACE with section VI. Contract Administration, sub-section F. Proposal Duration, “Proposals submitted in response to this RFP must be valid for a period of One Hundred Twenty (120) days from proposal submission deadline and must be so marked.”

- I. **Question:** We would like to know if the DeKalb County Checklist for Good Faith Efforts, Exhibit 1 on pages 28-29 needs to be included in the submission if the LSBE goals are being met for the project. The exhibit reads, “A bidder/proposer that does not meet the County’s LSBE participation benchmark is required to submit documentation to support all “Yes” responses as proof of “good faith efforts.”

**Answer:** Yes, the Good Faith Effort (GFE) is required along with supporting documentation if applicable.

- J. **Question:** One of our subconsultants is in the process of obtaining LSBE Certification. Is LSBE Certification required at the time of proposal submission or at the contract stage to fulfill the LSBE participation requirement?

**Answer:** The LSBE certification is required at the time of proposal submittal.

- K. **Question:** Is there an anticipated budget for the outlined Scope of Work?

**Answer:** Budget information cannot be disclosed at this time.

3. All other conditions remain in full force and effect.
4. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Kyheem Bristol, Procurement Agent, at [kbristol@dekalbcountyga.gov](mailto:kbristol@dekalbcountyga.gov) before the bids are due to confirm the number of addenda issued.

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Kyheem Bristol  
Procurement Agent  
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date

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The above Addendum No. 1 to RFP No. 24-500667 is hereby acknowledged:

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(Name of Bidder)

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(Signature)

(Title)