



December 10, 2024

TO: ALL BIDDERS UNDER RFP No. 2024-100004

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

ADDENDUM NO. 1

RFP No. 2024-100004 Comprehensive Housing Plan

1. We have received the following questions pertaining to this RFP. The questions and responses are below:

A. Question: Technical proposal component #8 Financial Responsibility requires financial statements for the last 3 years. While our team members have 10+ years of professional experience, our current firm is less than 3 years old. Are we eligible to pursue this project as a firm with only 1-2 years financial history? In our case, would financial records dating back to the firm's inception satisfy this requirement if they do not span as many as 3 years?

Answer: The Planning & Sustainability Department would be satisfied with the financials from firms whose existence does not span three years.

B. Question: Will attendance at a December LSBE meeting be permitted? Our team was unable to attend the November meetings.

Answer: LSBE Meeting attendance must be on the days indicated in the solicitation or any subsequent addenda.

C. Question: We do not anticipate using many subcontractors as part of this work, but we do have a community engagement specialist we often use for projects such as this one who is not based in DeKalb County. Can you provide a list of any LSBEs in DeKalb who provide community engagement consulting services, as part of our good faith efforts to identify qualified LSBEs?

Answer: Please refer to the DeKalb LSBE Certified Vendors List in the "Business Description" column. Primes may reach out to the vendor(s) directly. The Prime bidder may also reach out to the LSBE Team if further assistance is needed in identifying a vendor in the directory. These actions can count towards demonstrating good faith efforts.
<https://lsbecertification.info/pages/Directory/SearchPublic.jsp>

D. Question: Can you clarify the statement from the good faith efforts checklist "the ability or desire of a bidder/proposer to perform the contract work with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting"?

Should we be looking for local subcontractors to provide all aspects of the scope of work? OR is this clause not applicable to professional services projects?

Answer: Good faith effort must be demonstrated first. This applies to professional services projects. The Prime bidder must provide an explanation if the answer is “no” to number 4 in the action taken column on the Checklist for Good Faith Efforts. That explanation may include the intentions to self-perform if applicable. All efforts to partner with a certified LSBE who can perform the scope of the duties needed would need to be exhausted.

E. Question: The project background cites a need to coordinate efforts and response to housing challenges, and the project outline cites possible collaborations with City Partners as part of the community participation. Can you elaborate about the current extent of involvement and collaboration with City partners, and the importance of the Plan identifying strategies at the city level as well as the County level? This is likely to significantly impact the engagement approach proposed.

Answer: DeKalb County has various departments working on housing issues and developing/leveraging tools that are not confined to Unincorporated DeKalb County. The analysis portion of the project is intended to compile and evaluate the existing relationships. The analysis and the community participation program will inform recommendations for creating and improving collaboration.

F. Question: Related to question “E”, do you anticipate convening an advisory committee as part of this effort?

Answer: Yes

G. Question: The RFP specifies that prime awardees must pay subcontractors within seven days of receiving payment from the County. Our firm pays all contractors under a net 30 payment timeline upon receipt of a complete and accurate invoice package from the contractor. The payment schedule under the prime award may not always align with the net 30 payment schedule for subcontractors. Is there a process to address exceptions to this requirement based on awardees standard subcontractor management practices?

Answer: Refer to (b1) Section 2-210 of the First Source Ordinance- The Department shall require prompt payment for all contracts with DeKalb County for performance of work or procurement of goods. The Department shall ensure that all contracts covered by this article contain a provision requiring the prime contractor to certify in writing that all subcontractors and suppliers have been promptly paid for acceptable work and materials, no later than seven (7) calendar days from prime contractor's receipt of payment from DeKalb County. This applies to payments due to DeKalb County-certified Local Small Business Enterprise (LSBE) subcontractors selected to perform work under the contract.

H. Question: For the exhibits that require a notary (i.e., contractor and subcontractor affidavits), will e-signatures/scanned documents suffice, or will we need to provide wet signatures?

Answer: We do not accept e-notary; therefore, wet signatures are required.

- I. Question:** Page 5 of the RFP suggests that only Attachment A, Exhibit 1 (First Source Jobs Ordinance Acknowledgement) needs to be included in the proposal. Can you please confirm that Exhibits 3-4 do not need to be included with the proposal?

Answer: Exhibits 3-4 do not need to be included with the proposal at this time.

- J. Question:** Is the prime or subcontractor responsible for signing Attachment F?

Answer: The subcontractor is required to sign Attachment F.

- K. Question:** Our firm is not a Georgia corporation, but we are qualified to conduct business in the state of Georgia and can provide a certificate of good standing as evidence of this qualification for the state of Georgia. Is a certificate of good standing in the state we are based in adequate or is anything additional needed to fulfill the business license requirement?

Answer: As per page 45, Item Q. of the solicitation, “Contractor shall submit a certificate of authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction.”

- L. Question:** The County Commission’s resolution calls for recommendations “for strategies and actions that DeKalb County and its partners should pursue.” Can you please clarify if local government entities are considered to be partners in this clause?

Answer: Yes, they are.

- M. Question:** Do you have an anticipated start date for the work?

Answer: DeKalb County anticipates the work to begin by the end of the 1st Quarter of 2025.

- N. Question:** How do you anticipate the consulting team engaging with the CHO during plan development?

Answer: Staff anticipates establishing a protocol with partners and stakeholders for on-going outreach at the project kick-off meeting.

- O. Question:** Will there be an internal team representing the range of depts/agencies involved in executing on the Housing Plan? If yes, how much input do you anticipate them having?

Answer: Yes. We anticipate these partners will have a representative on the Steering Committee for the project. They will leverage their expertise and partnerships to see that important issues are addressed adequately.

P. Question: It would be useful to have several updates in front of the Commissioners during the planning process so they will be familiar with the findings and recommendations and able to make decisions about approval quickly. Is this something we can include in the proposal?

Answer: Yes. Staff anticipates recurring assignment to the various BOC Committee Agendas for updates. Including a representative to be present or available when notified would be helpful.

Q. Question: Will we have access to county meeting rooms to host stakeholder meetings?

Answer: Yes. County Staff will aid in the scheduling of meeting space at County facilities.

R. Question: Question 3, part B (page 6 of the RFP), respondents are asked to provide “former firm names, joint venture information, out of state offices, as applicable.” In regards to joint ventures, does the County need to know every joint venture respondents have ever participated in, or is the County asking whether respondents are planning to participate in a joint venture for this project? Our organization was founded 40 years ago, and there are many joint ventures that the organization has participated in since our founding. If you could please provide clarification on what is meant here, we’d greatly appreciate it.

Answer: Any joint venture your company/firm currently has in place.

S. Question: Question 3, part F (page 6 of the RFP), respondents are asked to provide “*a list of any litigations, arbitrations, or mediations in which the firm has been involved in the past five (5) years involving claims for more than \$50,000 made by a County against the firm or by the firm against the County, and indicate the disposition of each claim, the name of the County, and the nature of the claim*”. Could you please clarify if we are being asked to confirm whether there is any litigation involving ANY county in the United States, or solely in the state of GA? We aren’t sure what is meant by “a County.”

Answer: Any county in the United States.

2. All other conditions remain in full force and effect.
3. It is the responsibility of each responder to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Yesenia Diaz, Procurement Agent, at ydiaz@dekalbcountyga.gov before the proposals are due to confirm the number of addenda issued.

Yesenia Diaz
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date _____

The above Addendum No. 1 to RFP No. 2024-100004 is hereby acknowledged:

(Name of Responder)

(Signature) (Title)