

# Request for Qualifications Annual Consultant Services Addendum No. 1

Newton County Water & Sewerage Authority  
11325 Brown Bridge Road  
Covington, Georgia 30016

(770) 787-1375



[www.ncwsa.us](http://www.ncwsa.us)

September 28, 2018

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## Addendum No. 1

### Summary

Addendum No. 1 issues a correction, explains how digital submittals can be made, and summarizes questions and answers received to date.

### Section No. 2, Page 2 of “Capital Improvements Program

Note: ... “is found under Attachment C”

Revise from Attachment “C” to “A.”

### Section No. 4, Page 5 of “Submittal and Due Date”

NCWSA has now provided by invitation an individual server link to upload digital submittals, as applicable.

### Section 6, Page 8: Correct typos

Note: ... “items described in Attachment A...”

Revise “A” to “C”.

Note:... “the forms in Attachment B...”

Revise “B” to “C.”

## Questions and Answers

*Q: Is the “Value Added Services” section (RFQ page 7) to be included within the 10-page limit or can it be placed in the Appendix?*

**A:** Include within 10 pages.

*Q: Are any sub consultants we might employ required to submit any of the required forms that will go in the Appendix or do the forms apply to the prime contract firm only for this proposed submittal?*

**A:** Page 34 of 36- the consultants are required to submit verification of compliance for the subcontractor at the time the subcontractor is retained to perform a service.

*Q: If we are interested in the topographic and aerial surveys in “Category A”, how would you suggest we go about that? Should we team up with other consultants, or are we able to just submit SOQ for particular services?*

**A:** Page 7 of 36- Submittals can be made for one or both categories. Teaming is at firms’ discretion.

*Q: Do covers and tabs count towards the 10 (ten) or less page limit?*

**A:** No.

*Q: As the proposed agreement period could extend a maximum of 5 (five) years, will the consultant be allowed to adjust rates annually on a percentage basis for inflation? Should that percentage be stated on the rate sheet or will this be negotiated on an annual basis at agreement renewal?*

A: The Professional Services Agreement containing all terms and conditions is to be negotiated after selection.

*Q: Regarding SAVE Affidavit, do we need to attach a copy of a driver's license? Is it something we have to attach a copy of?*

A: Please attach the SAVE Affidavit. "Secure and verifiable document" is defined in GA Code 50-36-2(3)(A). SAVE Affiant can be a principal or other officer of firm.

*Q: We would like to confirm that hard copies of the proposal are not required. The language within the RFQ eluded to the potential of required hard copies.*

A: Hard copies are not required. However, if one wishes to submit hard copies, we require 3 copies and a memory drive containing the PDF version.

*Q: Should the Value Added Services section be included within the 10-page limit of the transmittal letter, qualifications, experience and project management approach sections or is the Value Added Services section considered a separate section?*

A: Please include within the 10-page limit.