



## ADDENDUM II

**DATE:** November 2, 2023

**TO:** ALL PROSPECTIVE BIDDERS

**FROM:** Christy Bailey, Sourcing & Contract Coordinator

**RE:** **ADDENDUM II, "RFP #24014 SS4A SAFETY ACTION PLAN"**

**Pursuant to RFP #24014 the following information is provided:**

**1. QUESTION:** Per the RFP, Professional Liability Insurance must be on a per occurrence basis. If Consultant's Professional Liability Insurance is on a claims made basis, will this be acceptable to the County?

**ANSWER:** That should be fine, but we will need a retro date from the carrier and we will need to be sure that change is made in the contract language.

**2. QUESTION:** Per the RFP, "The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Purchasing Administrator." Should Consultant's insurance provide only provide notice of cancellation, would this be acceptable to the County if Consultant provides the required notice of any material change.

**ANSWER:** The only document that portion of the contract is referencing is the notice of cancellation endorsement. If the vendor will provide the notice of cancellation endorsement from the carriers that will be sufficient.

**3. QUESTION:** Do each of the mandatory forms need to be completed by only the prime consultant (or in the case of a joint venture, both parties of the joint venture) or do subconsultants need to complete any of them as well?

**ANSWER:** Only the prime consultant or both parties of a joint venture complete these – whoever will be the contracting party if selected will be the firm(s) that need to provide the forms for the purpose of responding to the RFP.

**4. QUESTION:** Please confirm that the Documents Checklist and Title VI complaint form are NOT to be included in the proposal response. They are not included in the mandatory form list but are included in the revised RFP document.

**ANSWER:** The documents are included in the RFP for their reference & use if needed, but they do not need to be returned with the proposal.

**5. QUESTION:** What is the anticipated notice to proceed?

**ANSWER:** Notice to proceed will occur after contract negotiations are complete. We anticipate that contract negotiations will be completed within 30 days of firm selection, but the length of time this takes will depend on a multitude of factors.

**6. QUESTION:** We understand that ACC has invested some resources to obtain near-miss data. Will this data be made available to the selected consultant team?

**ANSWER:** ACC does not currently have access to near-miss data. The goal is to acquire this data as part of the Safety Action Plan process. We will share any relevant data that we do have with the selected consultant.

**7. QUESTION:** You state in the Q/A responses: 10 page limit, excluding cover letter, table of contents, and mandatory forms. You then state a slight conflicting version in the revised RFP: 10 page limit, excluding cover letter, table of contents, business information, financial information, organizational chart, and mandatory forms. Can you please confirm which is the correct excluded pages?

**ANSWER:** The 10-page limit excludes the cover letter, table of contents, business information, financial information, organizational chart, and mandatory forms

**OTHER IMPORTANT INFORMATION:**

Questions and Answers are hereby added to and become a part of **RFP #24014 SS4A Safety Action Plan**. This Addendum modifies and forms a part of the Quote Documents. All other terms and conditions remain unchanged.

Inquiries regarding proposals should be made to Christy Bailey, Sourcing & Contract Coordinator, in writing to [accbids@accgov.com](mailto:accbids@accgov.com).

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the proposal based on the highest and best interest of the Unified Government of Athens-Clarke County.