




## ADDENDUM #1

Issued: March 5, 2026

Project #: RFQ# - 26-S001

City of Locust Grove – On-Call Engineering Services

Issued by: , Bert Foster, Assistant City Manager

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- The following items take precedence over referenced portions of the RFQ, issued on February 4, 2026, for the above-named project and in executing a contract, will become part thereof.
  - Where any item in the RFQ is supplemented hereby, the original requirements will remain in effect. All supplemental conditions will be considered as added thereto.
  - Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

1. Should submittals be in a 3-ring binder (not to exceed 1/2") or is spiral binding acceptable?

Response: Submittals with spiral binding are acceptable.

2. Is there a page limit?

Response: There is no page limit; however, conciseness is preferred.

3. How many plan reviews does the City typically receive per month on average?

Response: Approximately thirty-five (35) plan reviews per month with approximately twenty six (26) of those reviews being for some type of land disturbance permit.

4. Does the City want to see subconsultants (example: surveyors or geotechnical engineers)?

Response: Identify all subconsultants, who will be under third-party contracts, to provide services. Include company name, location, point of contact and services to be provided.

5. Section I - General Overview references a Statement of Warranty (page 5). Please confirm whether a Statement of Warranty is required at the RFQ stage, or if this requirement applies only to shortlisted or selected firms.

Response: The Statement of Warranty is NOT required at the RFQ stage. It will be required if/when conditions on a specific job or assignment warrant such.

6. Section 1 - Description and Resources of Firm (page 15) requests a minimum of three client references, and Section 2 - Experience and Qualifications (page 16) requires references/clients associated with relevant project experience. May the references provided in Section 1 be the same as those included with the project descriptions in Section 2?

Response: Yes, the references supplied in responses to Section 1 – Description and Resources and Firm may be the same references used in response to Section 2 – Experience and Qualifications.

7. The RFQ references a “Proposal Cost Submittal Form”; however, no cost form appears to be included in the solicitation documents. Please confirm whether the City of Locust Grove will be providing this form or if firms are to submit their own pricing breakdowns with a total unit cost.

Response: Respondents will supply their own pricing breakdowns with their RFQ response. No Proposal Cost Submittal Form will be required or forthcoming.

8. How many total firms does the City anticipate awarding a contract to for each category under this RFQ?

Response: There is no threshold or cut-off for contract awards in terms of total number of firms. In a prior iteration of this RFQ, the Locust Grove City Council ratified a list of eight (8) firms to serve in an on-call capacity. Two (2) of those firms specifically requested to be included in transportation-related projects only.

9. Please clarify whether the City anticipates requiring firms to provide additional services such as geotechnical engineering, surveying, environmental services, or other related design disciplines as part of the on-call contract.

Response: The purpose of this RFQ is to identify engineering firms for on-call engineering services when situations arise that require such services. Depending on the nature of the project requiring such services, it is reasonable to expect that additional services like geotechnical engineering, surveying, environmental services, etc. may be required.

10. Please confirm that firms should submit the Georgia Security and Immigration Compliance Act Affidavit and Agreement on page 21 of the RFQ, even though it is not listed in the Checklist for RFQ documents on page 23 of the RFQ.

Response: It is confirmed that firms should submit the Georgia Security and Immigration Compliance Act Affidavit and Agreement.

11. The RFQ mentions that all design work shall be completed using AutoCAD software and ARC GIS Shapefiles, but also needs to conform with GDOT PPG and EDG. Can you please confirm if OpenRoads Designer (ORD) is acceptable as the CAD software, as this is the GDOT standard design software?

Response: It is confirmed that OpenRoads Designer (ORD) is an acceptable form of CAD software for design work submittals.

12. Section I, Item 2(b) references a “Proposal Cost Submittal Form.” However, we were unable to locate this form within the RFQ package. Since this solicitation appears to establish a pre-qualified shortlist rather than request project-specific pricing at this stage, could you please confirm whether a cost submittal is required with the Statement of Qualifications? If so, would you kindly provide the appropriate form and instructions?

Response: Please reference Response #7 above.

13. Section II (Scope of Work – Road Improvements including Sidewalks) identifies specific GDOT Highway Design Roadway area classes required for the prime consultant. We want to confirm whether the listed classes (3.03, 3.07, 3.09, 3.12, and 3.13) represent the complete and final list of required prequalifications for this pursuit, or whether any additional GDOT prequalification categories are expected for consideration under either service category.

Response: For the purpose of responding to this RFQ, the prime consultant shall be required to maintain the following GDOT Highway Design Roadway area classes as listed in the RFQ; however, this does not preclude additional GDOT prequalifications from being necessary depending on the nature of a yet-to-be-determined project. Firms should also be certified in GDOT’s Locally Administered Projects (LAP) and/or the Plan Development Process (PDP) programs

**14. Submission for Multiple Categories**

The RFQ indicates that on-call services will be divided into two categories: (1) Road Improvements including Sidewalks and (2) Plan Review and Preparation. Is a consultant required to submit qualifications for both categories in order to be considered? Additionally, may a consultant be selected and placed on the shortlist for both categories if qualified?

Response: Respondents are NOT required to submit qualifications/responses for both categories. Respondents are instructed to identify their firm’s desire to ONLY be included in transportation-related projects in the Statement of Qualifications section of your submittal.

**You must acknowledge receipt of this addendum (#1) on your final response, which is due March 12, 2026 (by 11AM), in order to receive consideration.**  
**Failure to acknowledge this addendum may result in a non-responsive response.**