

City of Austell

Questions and Answers

RFP #1-2020

August 31, 2020

1. Are the page limits listed in the 'Preparation of Proposal' section for one-sided or two-sided pages? For example, is the cover letter limited to one side of a page or a single double-sided page?

**Answer: Two-sided pages are acceptable.**

2. Is the DBE-certified participation percentage in the 'Evaluation' section a mandatory requirement or a program goal that is preferred but not required?

**Answer: It is a program goal and preferred but is not a requirement.**

3. We understand that the consulting team will need to create and manage a project website. Will there be any requirement for social media? Will we be expected to create social media pages for the project (or use the City of Austell's existing social media pages)?

**Answer: The consultant will not have to create social media pages. The consultant will utilize existing Austell social media accounts.**

4. Does the City of Austell have a mailing list or contact information (email addresses, home addresses, and/or phone numbers) for residents? If so, will the consultant have access to this information for outreach and communication purposes?

**Answer: The city of Austell will assist through its utility billing inserts, opportunities for outreach and communication to residents.**

5. Can you identify what roads are locally owned and which roads are state roads?

**Answer: The LCI study area includes:**

**Austell-Powder Springs Rd- (up to Luke Glenn Garrett (city of Austell) then it becomes Cobb County.**

**Veterans Memorial Hwy-State Rd.**

**All remaining roads in the study area are city of Austell roads.**

6. On Page 9, under Preparation of Proposals: is “Company Information” supposed to be item #3 in the proposal format?

Answer: “Yes”, Company Information should be listed as item #3 in the format, and then continue as listed.

7. Please confirm that the forms required are to be submitted by the prime firm only.

Answer: Only the Prime firm is necessary.

8. In section 7: Similar or Related Projects and References, the RFP asks for “the consultant and any subconsultants, describe at least five (5) similar or related projects successfully completed...” Could you confirm how many projects you’re asking for? Should it be five total-showing some from the prime and some from our subconsultant, or should we provide five from the prime as well as five from our subconsultant?

Answer: Total of five (5) submitted, showing some from the prime and some if necessary, from the subconsultant.

9. For the community engagement process, does the City envision the Consultant developing a project specific website?

Answer: No, the city will leverage inhouse resources to developing a specific web page for the project.

10. Can you provide an estimate of how many City Council meetings are anticipated for the Consultant to participate/present in?

Answer: Three (3) to Four (4)