ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM I
RFP 27-09 On-Call Intergovernmental Transportation Program Management Services

Please note: This Addendum I justifies RFP 27-09 F.A.Q's / corrections.

Upon receipt of documents, please email this page to:

City of Mableton
Procurement Manager
Email : purchasing@mableton.gov

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____

EMAIL ADDRESS: _____

_____ _____
Signature **Date**

ADDENDUM I RFP 27-09 On-Call Intergovernmental Transportation Program Management Services

The following updates or clarifications are being applied to RFP 27-09

ADD; SCHEDULE UPDATED IN RFP 27-09

F.AQ's

GHD

1. Recognizing that the City is relatively new, does the City anticipate providing available historical transportation data and records from Cobb County, GDOT, ARC, or other agencies? Alternatively, should consultants assume responsibility for identifying and obtaining the historical data necessary to establish existing conditions?

   The City will provide relevant transportation data and records in its possession and assist with coordination with Cobb County, GDOT, ARC, and other agencies, as appropriate. However, the City cannot guarantee the availability, completeness, or accuracy of historical records.
   Consultants should anticipate identifying, requesting, reviewing, and validating the historical data necessary to establish existing conditions for each assigned task. Each task-order proposal should identify anticipated data sources, gaps, agency coordination, and associated costs. Any new data collection or purchase of proprietary datasets must be identified in the task-order scope and approved by the City before costs are incurred.

2. Does the City envision establishing a centralized transportation data inventory and baseline conditions dataset as part of this contract to support the Transportation Performance Dashboard and other program-level performance measures identified in the RFP?

   Yes. The City anticipates developing a centralized transportation data inventory and baseline conditions dataset to support the Transportation Performance Dashboard and other program-level performance measures. This work would be defined and authorized through individual task orders rather than assumed as an immediate, contract-wide assignment.

   The inventory should identify available data sources, ownership, coverage, update frequency, quality, and gaps. Baseline datasets should use documented methods and City-approved formats that support ongoing updates and reporting.

   Respondents should describe their approach to consolidating existing data, establishing baseline measures, and maintaining the inventory. Specific datasets, dashboard

requirements, responsibilities, deliverables, and costs will be established in the applicable task order.

3. When an assignment results in a recommended transportation improvement, does the City anticipate using this contract to advance the recommendation through subsequent phases, such as design, agency coordination, and implementation, or would those subsequent phases generally be procured separately?

   The City may use this contract to advance a recommended transportation improvement through subsequent task orders when the services fall within the awarded scope and the selected firm's qualifications. This may include further planning, agency coordination, funding assistance, and implementation support.

   Design and engineering services may be assigned through an applicable on-call engineering contract or procured separately, depending on the project, funding requirements, and required qualifications. Construction will require separate authorization and an appropriate procurement process.

   A recommendation does not guarantee follow-on work. Each subsequent assignment requires City approval of its scope, fee, schedule, and procurement approach before work begins.

4. As the City's transportation program evolves, does the City anticipate transitioning any transportation functions currently performed by Cobb County under the IGA to City responsibility during the term of this contract? If so, are there particular functions the City currently anticipates transitioning first?

   The City may evaluate transitioning transportation functions currently performed by Cobb County under the IGA as its staffing, resources, and operational capacity develop. However, no specific transition sequence or schedule is being established through this solicitation.

   Consultants should be prepared to assist with service assessments, coordination with Cobb County, staffing and cost analyses, and transition planning when authorized by task order. Any transfer of responsibilities will depend on City approval, available funding, and applicable IGA provisions or amendments.

   For proposal purposes, respondents should not assume that any particular function will transfer during the contract term.

5. Would the City please provide, by addendum, a copy of the sample agreement or proposed contract that the selected consultant will be expected to execute for the services described in this RFP?

The City's proposed agreement is not currently included with the solicitation. The City will confirm its availability and, if available before the proposal deadline, provide it by addendum to all prospective respondents.

Respondents should identify any contractual assumptions or requested exceptions in their proposals. The selected consultant will be required to execute a City-approved agreement before services begin. Individual assignments will be authorized through written task orders defining the scope, compensation, schedule, and deliverables.

Gresham Smith

Could you please clarify what is expected under the as-needed consulting model? Specifically, does this mean providing services/support on a project-by-project or task-specific basis, as opposed to serving as an embedded resource?

Yes. The as-needed consulting model anticipates services on a project-by-project or task-specific basis, authorized through written task orders defining the scope, deliverables, schedule, and compensation.

The City is not requesting a continuously embedded or full-time consultant under the base contract. If an assignment requires on-site support, recurring coordination, or temporary staff augmentation, those expectations will be specified in the applicable task order.

Workload will depend on City needs, available funding, and authorized assignments. No minimum volume of work is guaranteed.

STV

1. Please confirm the proposal due date and time. Pages 1 and 16 state November 24, 2026 at 11:00am EST; page 3 states November 25,2026 at 11:00am EST; and Exhibit E states November 24, 2026 at 10:00am EST.
2. Please confirm whether email submission to purchasing@mableton.gov is fully compliant as a submission method or if a mailed USB is required.
3. Does the City have a form to use for acknowledging amendments? If not, is signing the Proposal Letter sufficient confirmation of acknowledgment?
4. The RFP requires an editable Excel file. Please confirm that this is in addition to the pdf file.
5. Please clarify when Exhibit B subcontractor affidavits are required. Exhibit B directs proposers to submit the signed and notarized form with the proposal, while other sections describe subcontractor affidavits as post-selection/before services begin requirements.
6. Please confirm whether business-license or equivalent legal-registration evidence must be included with the initial proposal or provided only by the selected proposer.

PROCUREMENT ANSWER

1. Official Proposal Due Date and Time

Proposals must be received by 11.25.2026 at 11:00 AM Eastern Time.

2. Submission Method

Yes. Submitting the complete proposal and required forms by email to purchasing@mableton.gov is acceptable in lieu of mailing a USB drive. Use one submission method. Files must be searchable, unencrypted, and free of password protection. Proposers are responsible for ensuring receipt before the deadline. Hand delivery and paper proposals are not accepted.

3. Requirements Response Workbook

No separate requirements response workbook is required. Address the applicable scope, tasks, deliverables, and qualifications in the technical proposal, identifying any exceptions or services not offered. References requiring a separate requirements response workbook will be removed. Provide the editable Excel pricing workbook in the proposer's own format.

4. Subcontractor Affidavits – Exhibit B

Exhibit B is not required with the initial proposal. Identify proposed subcontractors and their assigned services in the technical proposal. The selected proposer must provide applicable signed and notarized subcontractor affidavits within the required timeframes and before the applicable services begin. This clarification applies only to Exhibit B; other required proposal affidavits remain due with the proposal.

5. Business License and Registration Documentation

Business license or equivalent legal registration documentation is required from the selected proposer before contract execution. It is not required with the initial proposal.

Current Georgia Secretary of State registration may be submitted as evidence of legal entity registration. It does not replace any separately applicable business license or professional-license requirement.

FORSITE

Hello,

Thank you for reviewing RFP 27-09 and identifying these inconsistencies. Please see the City's responses below. These clarifications will be incorporated into a written addendum to establish consistent instructions for all proposers.

1. Official Proposal Due Date and Time

Proposals must be received by **11.25.2026 at 11:00 AM Eastern Time**.

2. Submission Method

Yes. Submitting the complete proposal and required forms by email to purchasing@mableton.gov is acceptable in lieu of mailing a USB drive. Use one submission method. Files must be searchable, unencrypted, and free of password protection. Proposers are responsible for ensuring receipt before the deadline. Hand delivery and paper proposals are not accepted.

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6. Official Project Title

Use the following solicitation number and title on the proposal cover and submission package:

RFP 27-09 – City of Mableton On-Call Intergovernmental Transportation Program Management Services

References to "IGA" are abbreviated references to the same project. Any HRIS references are administrative errors and do not apply to this solicitation. **I don't see it in the document; please send a screenshot.**

7. Insurance and Contract Requirements

A Certificate of Liability Insurance is not required with the initial proposal. The selected proposer must provide certificates and required endorsements demonstrating compliance with the City's insurance requirements before contract execution.

Foresite Group's standard certificate may be submitted for review at that stage. Acceptance depends on whether it documents the required coverage and is accompanied by the required endorsements.

8. Financial Capacity Documentation

A concise narrative statement demonstrating the firm's financial stability and organizational capacity is sufficient at the proposal stage. Include the firm's ability to staff and manage the proposed services and identify its principal officers or authorized representatives. Financial statements are not required with the initial proposal; the City may request additional supporting documentation during evaluation or before award.

Thank you for your interest in working with the City of Mableton. Please continue monitoring the Georgia Procurement Registry for the formal addendum and acknowledge all issued addenda in your proposal.

Best regards,

Municipal Central

Hello,

Thanks for reaching out. Answers to questions below.

1. The RFP states the City may select multiple firms to provide specialized services. Does the City accept a proposal limited to specific task areas — for example, Task 4 (Transportation Funding and Grant Support) and the financial reporting portions of Tasks 2 and 3 — and if so, how should a task-scoped proposal be structured within the eight-part format, and how will it be evaluated against the published criteria?

Procurement Response:

The RFP permits the City to select multiple firms for specialized services. However, Section III also refers to the ability to perform all requested functions. The multiple-award provision alone does not expressly authorize proposals limited to selected tasks or portions of tasks. The City will clarify this point through a written addendum.

If the City permits task-scoped proposals, proposers should retain all eight required sections and clearly identify the tasks offered, proposed personnel, relevant experience, approach, deliverables, pricing, and exclusions. Any section considered inapplicable should include an explanation rather than be omitted.

The published evaluation criteria and weights remain applicable unless amended by addendum. The City has not established a separate scoring method for task-scoped proposals. Any clarification concerning their evaluation will be provided to all prospective proposers through the addendum.

2. Several sections appear to carry over text from a different solicitation: the submission label block names the project "City of Mableton Human Resources Information System (HRIS)," and Exhibits B and C reference "RFP 27-05 HRIS." Please confirm RFP 27-09 controls, and whether corrected exhibits will be issued by addendum.

Procurement Response:

Our apologies and verbiage corrected. See attachment. This is also in GPR.

3. The RFP requires proposals on a USB drive submitted by mail, but also states proposals may be emailed to purchasing@mableton.gov. Please confirm email submission is an acceptable alternative to the mailed USB, any file-size limits for email submission, and how receipt will be confirmed.

Procurement Response:

Yes, proposals may be emailed to purchasing@mableton.gov as an alternative to submitting a USB drive by mail. A duplicate mailed submission is not required when submitting by email. Hand delivery is not accepted.

The RFP does not specify an email attachment-size limit. If you anticipate submitting large files, please contact Procurement before the deadline to coordinate delivery.

Timeliness will be determined by the date and time the City receives the email, rather than when the proposer sends it. Please request written acknowledgment of receipt from Procurement and allow sufficient time before the deadline to resolve any delivery issues.

4. The proposal requirements call for a detailed pricing workbook and a requirements response workbook in editable Excel. No City-issued workbook templates were included in the solicitation. Will the City issue templates, or should proposers create their own

workbooks?

Procurement:

Proposers may create their own detailed pricing workbook. The RFP does not require a City-specific cost template. Include the cost sheet in Part 8 of the proposal PDF and provide the corresponding editable Excel workbook.

For the requirements-response workbook, the City will clarify by addendum whether a template will be provided or proposers should create their own, along with the required format and content.

5. The RFP does not state the contract term or renewal options for the on-call contracts. Please confirm the initial term and any renewals, and whether pricing should be submitted as an hourly rate schedule by position/title (including for staff augmentation roles) so task orders can be priced against it.

Procurement:

he initial contract term will be one year, with any annual renewals subject to applicable Georgia law and the annual appropriation of funds.

Yes, proposers should submit an hourly rate schedule by position or labor classification, including staff augmentation roles. Identify applicable personnel rates, subcontractor costs, reimbursable expenses, markups, and escalation assumptions. Include this information in Part 8 of the proposal and the corresponding editable Excel pricing workbook.

The proposed rates will provide a basis for developing task-order budgets. Each task order will require an agreed scope, schedule, compensation, and City authorization before work begins.

KHAMAISTRATEGIES

Hello,

Thank you for your interest in RFP 27-09. Please see the responses below:

1. **Specialized services:** Task 9 includes public outreach, stakeholder engagement, meeting facilitation, and related services. The Contract Structure section also permits multiple firms to provide specialized services. However, Section III references the ability to perform the full scope. The City will clarify through a written addendum whether engagement-only proposals may be submitted independently.
2. **Evaluation:** The published evaluation criteria currently apply to proposals. Any separate evaluation approach for specialized proposals must be established through an addendum; firms should not assume that technical criteria will be waived or reweighted.
3. **Task orders:** The RFP permits assignments on an as-needed basis but does not guarantee standalone community engagement task orders. The scope of each assignment will depend on the City's needs.
4. **Relevant experience:** Municipal strategic planning, stakeholder engagement, and public-sector experience may support qualifications for the engagement services described in Task 9. Such experience does not, by itself, establish compliance with the broader transportation and technical requirements.

Please monitor the Georgia Procurement Registry for the City's formal clarification and any related addendum.

Thank you,

AMK Legal Support Services LLC

Hello,

The City is not providing a planholders list for this solicitation. Please also note that the solicitation was posted less than two hours ago.

Thank you,