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Authorized by Wanda D. Moore
Director of Community Development

ADDENDUM #1
Issued November 6, 2026

RFQ No. 2026-09 Engineering Services
for the City of Hampton, Georgia

The following revisions of the referenced portions of the solicitation documents for the above-named project replace or supplement the previously issued document.

1. Regarding the evaluation scoring criteria in Section 5 – the relative weight does not appear to align with the point methodology for several of the criteria. Please clarify how the proposals will be evaluated/scored. **Each response will be calculated as weighted average using excel.**
2. An Executive Summary is one of the listed scoring criteria in Section 5. Section 6.1.2 states that the Letter of Transmittal is not intended to be a summary of the proposal, and an Executive Summary is not specifically listed in Section 8 under the Required Proposal Format. Is it the City's intent to score Item A under Section 8, "Firm Introduction and Summary of Municipal Expertise" as the Executive Summary? **Yes**
3. Technical and Management Approach is one of the listed scoring criteria in Section 5, but it is not specifically listed in Section 8 under the Required Proposal Format. Please advise where within the proposal proponents should include their approach and any associated page limitations.

5. ITEM FOR EVALUATION	Section 8. Proposal Format
Executive Summary	**A (1-page)**
Technical and Management Approach	**E (no page limit)**
Experience and Qualification of Key Staff	**C (no page limit)**
Experience and Performance on Other Projects	**D (10-page max.)**
Organizational and Financial Capability	**B (1-page)**
Fee Schedule	**G (1-page)**

Note for clarification, the committee with review the proposal format with the evaluation schedule as noted.

4. Section 1.12 includes review of financial information, but financial submittals are not specifically listed in Section 8 under the Required Proposal Format. Please confirm that financial statements

are not required as part of the proposal. **Financial statements are not required as part of the proposal response.**

5. Does the City have a preferred format or list of labor categories for the Hourly Rate Sheet? **No**
6. Appendix B lists a "Sub-proponent Information Sheet" as a required submittal, but the form does not appear to be included in the RFQ package. Please provide the required form or clarify the information expected. **Sub-proponent Information Sheet not required.**
7. Please confirm that Certificates of Insurance are not required as part of the Proposal. **Not required as part of the proposal.**
8. Please confirm which form should be included as the "Offeror's Signature Page," as no form with that title appears to be included in the RFQ. If a separate form is required, please provide a copy for inclusion in the proposal submission. **Vendor's Execution of Proposal Form.**
9. It is assumed that the required forms listed in Appendix B can be included in their own Appendix following the main body of the proposal (i.e., after the Offerors Signature Page). Please confirm or advise where within the proposal these forms should be located. **You may include them as described; you will not incur deduct based on the decision regarding placement of the forms.**
10. Please advise how many physical copies of the technical proposal are required to be submitted and whether digital copies also need to be included in the sealed envelope (e.g., on a thumb drive). **(1) digital; (7) physical copies, (1) sealed hourly rate**
11. Section 4, Minimum Requirements, states that the Proponent "shall have Georgia Department of Transportation certifications in their respective areas." Can the City please clarify (a) which GDOT consultant prequalification Area Classes, if any, are required, and (b) whether this requirement applies only to firms proposing to perform roadway or GDOT-funded work, or to all Proponents, including those proposing water, wastewater, stormwater, plan review, GIS, and survey services? **List of any area classes that pertain to you.**

12. The scoring table in Section 5 lists relative weights that do not correspond to the maximum points shown (e.g., Fee Schedule at 10% / 30 points; Experience and Performance on Other Projects at 30% / 10 points). Can the City please confirm which values will govern evaluation? **Each response will be calculated as weighted average using excel.**

13. Section 6.1.3 requires the Fee Schedule in a separate sealed envelope, while Section 8 lists an Hourly Rate Sheet (1 page) as part of the proposal format. Should hourly rates be included only in the separate sealed envelope, or in both? **Sealed envelope for proposed hourly rates.**

14. Can the City please confirm the number of hard copies required, and whether an electronic copy (e.g., USB drive) should be included? **(1) digital; (7) physical copies, (1) sealed hourly rate**

15. The Certificate of Authority – Joint Venture and the Proponent E-Verify Affidavit reference "RFQ No. 2020-100." Should Proponents correct this to RFQ No. 2026-09 on the submitted forms? **Yes**

16. Section 5 (Evaluation Criteria) and Section 6.1 outline scoring and formatting categories including Executive Summary, Technical and Management Approach, Experience of Key Staff, Experience on Other Projects, and Organizational/Financial Capability. However, Section 8 (Required Proposal Format) lists an alternate structure (Sections A through H) with specific page caps (e.g., 1 page for Firm Introduction, 10 pages for Project Examples). Could the City clarify whether proposals should follow the outline in Section 6/Evaluation Criteria or the Section 8 outline? **(see response above #3)**

17. For Section 8, Item C ("Resumes") and Item E ("Consultant Certifications and Licensure"), are there specific page limits per resume or for the section as a whole? Furthermore, are covers, tables of contents, and dividers excluded from the page counts? **(see above #3)**

18. Section 8, Item F specifies a 1-page limit for References; however, Appendix B includes a 2-page "Reference and Release Form" requiring four references for the Prime and each Sub-proponent. Does submitting the required Appendix B Reference Forms fulfill this requirement, or does the City require a separate 1-page summary in addition to the mandatory forms? **You may include both.**

19. How many hard copies (e.g., one original and X copies) should be submitted? Additionally, is a digital copy on a USB flash drive required or permitted? **(1) digital; (7) physical copies, (1) sealed hourly rate**

20. In the Section 5 Evaluation Table, the Relative Weights column lists "Fee Schedule" at 10%, but the Maximum Points column assigns it 30 points (out of 100). Conversely, "Experience and Performance on Other Projects" is listed at 30% weight but only 10 maximum points. Could the City clarify the intended point breakdown and weighting between technical qualifications and price? **(See #1)**

21. The Proponent shall have Georgia Department of Transportation certifications in their respective areas." Does the City require GDOT Notice of Professional Consultant Qualification (area class pre-qualification), and if so, which specific Area Classes are mandatory (e.g., Area Class 3.01, 3.02, 3.08, etc.)? Can subconsultants satisfy specific GDOT certifications if the prime firm does not hold all of them? **Share what you have, if any.**

22. Several forms in Appendix B (such as the Joint Venture Certificate on page 30 and the E-Verify Affidavits reference "RFQ No. 2020-100." Please confirm that firms should strike through or modify these project number references to read "RFQ No. 2026-09 Engineering Services. **Update to correct No. 2026-09 Thank you.**

23. Section 8, Item H requires an "Offerors Signature Page." Does the execution of the "Vendor's Execution of Proposal Form" (page 16) or the "Acknowledgement of Proponent" (page 26) satisfy this requirement, or is there an additional separate form? **Yes, pg. 16 satisfies.**

24. RFQ does not list Erosion Control Inspections, is this an omission from General Services?

    No, oversight not to mention specifically. City will engage these services under Item G.

This Addendum must be completed, signed, and attached to the RFQ to acknowledge receipt of Addendum. FAILURE TO ACKNOWLEDGE THIS ADDENDUM MAY RESULT IN REJECTION OF PROPOSAL.

_____ Business Name

_____ Authorized Signature Date

_____ Typed Name & Title