



**Henry County  
Purchasing Department**  
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**Website: [henrycounty-ga.com/purchasing](http://henrycounty-ga.com/purchasing)**

**ADDENDUM #2**  
**Issued February 24, 2020**

**RFP # 20-35**  
**Consulting Services for an Impact Fee Study**  
**OPENING: 3:00 PM, February 20, 2020**

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The following items take precedence over referenced portions of the documents for the above-named project and in executing a contract, will become a part thereof. Where any item in the documents 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 Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

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**Corrections to the Evaluation and Selection Criteria – Scoring Value Maximum Points for Qualifications and Relevant Experience and References (See Attachment)**

This Addendum #2 must be signed and attached to proposal to acknowledge receipt of Addendum.  
**Failure to acknowledge any addenda will result in a non-responsive bid.**

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Name

\_\_\_\_\_  
Authorized Representative's Signature

## SECTION IV – EVALUATION AND SELECTION CRITERIA

Henry County’s selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the County’s staff.

The Proposer’s submittal must fully address the requirements listed in this solicitation and the Firm’s degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the County’s intention to select a firm which is the most qualified to meet the County’s needs. The award shall be based on but not limited to the following factors:

RFP EVALUATION CRITERIA	Scoring Value Maximum Points
<b>Qualifications</b>	<del>25</del> <b>30</b>
<b>Relevant Experience and References</b>	<del>25</del> <b>30</b>
<b>Understanding and Approach of the Project</b>	30
<b>Cost Proposal</b>	10
<b>MAXIMUM SCORING POINTS TOTAL</b>	100
<b>Oral Presentation and Product Demonstration</b> - At its sole discretion, the Evaluation Committee made up of County employees may require an interview/presentation before the final selection and award to a Firm. Submittal of material and information during an interview/presentation could add up to 15 additional points to the total score of the Firm.	
	15 (possible additional points if an oral presentation is requested)
<b>The Scoring Formula for the above Scoring Value Maximum Points is as follows:</b>	
Excellent	.75 - 1.00
Good	.50 - .74
Fair	.25 - .49
Poor	0 - .24
Multiply scoring formula by possible scoring value maximum point allotment. <i>Example:</i> If you score a firm .6 (Good) on <b>Relevant Experience and References</b> and multiply .60 x 25 (maximum scoring points), this would equal to 15 points.	

*SPECIAL NOTE* - the Proposal Cost will be evaluated as follows:

- Low Conforming Proposal 10 points
- Proposals within 5% of Low Proposal 7 points
- Proposals within 7% of Low Proposal 5 points
- All Others 3 points

Best and Final Offer Process represents an optional step in the selection process and may be used when:

- a. No single response addresses all the specifications.
- b. The cost submitted by all proposers is too high.
- c. The scores of two (2) or more proposers are very close after the evaluation process.
- d. All proposers submitted responses that are deficient in one or more area.

Henry County reserves the right to remove the high score and the low score for each offer if deemed necessary.

The County reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the County reserves the right to negotiate with the second highest ranked Contractor. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.