



# Clayton County Public Schools

Division of Construction/SPLOST  
& Strategic Improvement

1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700

**DR. ANTHONY W. SMITH**  
Superintendent/CEO of Schools

**RONICK JOSEPH**  
Chief of Construction/SPLOST  
& Strategic Improvement

**ADDENDUM # 1**  
**RFP 24-05 Staff Augmentation for Construction Project Management**  
**Solicitation Released: November 1, 2023**

Where any original item, term, or requirement is not specifically amended, voided or superseded by this addendum, it will remain in effect. This clarification is being provided to all known respondents.

1. Pages 7-9, Section B, Submission of Responses has been revised and replaced in its entirety. The Pre-proposal Conference is now non-mandatory and the date has been changed to November 15, 2023 at 3:00 p.m. The deadline for submission of questions has been changed to November 17, 2023 at 3:00 p.m. The revised Section B is attached hereto as Exhibit 1.

11/6/2023 | 12:33:33 PM EST

**Debra B. Brewer, Esq., CPPO**  
Director of Procurement-CCP

**Issue Date**

## ACKNOWLEDGEMENT

**This sheet must be completed, signed, and returned with any proposal to acknowledge receipt of this Addendum. Failure to do so may result in the rejection of any bid submitted.**

**The above addendum is hereby acknowledged:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company Name**

**ATTACHMENT 1**  
**REVISED SECTION B, SUBMISSION OF RESPONSES**

**B. SUBMISSION OF RESPONSES**

1. **Ownership of Responses:** Each Response submitted to CCPS shall become the property of CCPS, without compensation to a Proponent, for use by CCPS, at its discretion. CCPS shall not be liable for any response preparation costs incurred by Proponents, or for any subsequent work on the response or additional documentation required by CCPS.
2. **Duration:** Responses submitted in to this RFP must be valid for a period of one hundred-eighty (180) calendar days from the Response Submission Deadline and must be marked as such.
3. **Submission Deadline and Proposal Opening:** Sealed Responses to this RFP will be received by CCPS Procurement-Construction/Capital Projects until 3:00 P.M., Eastern Standard Time (EST) on **Monday, December 4, 2023**. The proposal opening will be held via Zoom at: [RFP 24-05 Staff Augmentation For Construction Project Management Proposal Opening](#) at **3:01 PM EST. Meeting ID: 923 2393 4609**. Attendance during the proposal opening is voluntary for Proponents responding to this RFP; however, Proponents are encouraged to attend.
  - 3.1 Proponents must register in Bonfire as a vendor at: <https://claytonk12ga.bonfirehub.com/portal/?tab=login> in order to submit a proposal prior to the submission deadline.
  - 3.2 Proposals and all required forms must be fully completed, signed in ink and uploaded in Bonfire under the correct solicitation (RFP 24-05 Staff Augmentation For Construction Project Management Services).
  - 3.3 CCPS will only accept online submissions for this RFP. Oral, telephonic, facsimile, emailed and mailed proposals will not be considered.
  - 3.4 For any technical questions or difficulties, contact Bonfire Support at <https://support.gobonfire.com/hc/en-us>.
4. **Late Responses:** Late Responses received will not be considered.

**Pre-Proposals Conference:** A Mandatory Pre-Proposal Conference has been scheduled for **Wednesday, November 15, 2023 at 10:00 a.m., EST**. The Pre-Proposal Conference will be held via Zoom at: [RFP 24-05 Staff Augmentation For Construction Project Management Pre-Proposal Conference](#) **Meeting ID: 988 3082 0096**. During the Pre-Proposal Conference, the general requirements of the project will be discussed. Any questions raised by potential Proponents will be discussed. Verbal answers to questions during the Pre-Proposal

Conference will not be authoritative. It should be emphasized, however, that nothing stated or discussed during the course of this conference call shall be considered to modify, alter or change the requirement of the solicitation documents, unless it shall be subsequently incorporated into an addendum to the solicitation documents.

5. **Solicitation Questions:** Any questions regarding this RFP should be submitted on or before **Friday, November 17, 2023 at 3:00 p.m.**, EST. All questions must be submitted in writing to Director of Procurement-Construction/Capital Projects by email with the RFP name and number in the subject line to [cprocurement@clayton.k12.ga.us](mailto:cprocurement@clayton.k12.ga.us). Questions received after the designated period may not be considered. Verbal responses are not authoritative. Answers to questions will be made by addendum posted at [Bonfire CCPS Bids](#) and [GPR CCPS Bids](#) not later than 3:00 p.m., EST on **Thursday, October 19, 2023**. It is the responsibility of each Proponent to obtain a copy of any Addendum issued for this solicitation.
6. **Prohibited Contacts:** All Proponents and representatives of Proponents are strictly prohibited from contacting CCPS employees, CCPS Officials, Elected Officials or any third-party representatives of CCPS on any matter having to do with this RFP. All communications by any Proponent concerning this RFP must be made in writing and sent to the Director of Procurement-Construction/Capital Projects by email with the RFP name and number in the subject line to: [cprocurement@clayton.k12.ga.us](mailto:cprocurement@clayton.k12.ga.us).
7. **Oral Presentations/Interviews:** Proponents may be required to make an oral presentation of their proposed solution to a CCPS Evaluation Committee. Technically competent representatives from the Proponent's team with the ability to respond to questions posed by CCPS must be active participants in the oral presentation. If required, oral presentations and interviews will be held on **Thursday, January 4, 2023**. CCPS will notify responsive Proponents of the date, time and location for the presentation and interview, and will supply an agenda or topics for discussion.
8. **Examination of Response Documents:**
  - 8.1 Each Proponent is responsible for examining with appropriate care the complete RFP and all Addenda and for informing itself with respect to all conditions.
  - 8.2 Each Proponent shall promptly notify CCPS in writing should the Proponent find discrepancies, errors, ambiguities or omissions in their Response Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFP. Replies to such notices may be made in the form of an addendum to the RFP, which will be posted on [Bonfire CCPS Bids](#) and [GPR CCPS Bids](#).

- 8.3 CCPS may in accordance with applicable law, by Addendum, modify any provision or part of the RFP at any time prior to the Response due date and time.
  - 8.4 Each Proponent must confirm Addenda have been received and acknowledge receipt by executing the Acknowledgment of Addenda form provided with each Addendum.
  - 8.5 CCPS may waive any technicalities and formalities. CCPS reserves the right to cancel the RFP in its entirety.
9. **Bonding and Insurance Requirements:** The Bonding and Insurance requirements for any Agreement that may be awarded pursuant to this RFP are set forth in Appendix B, General Terms and Conditions. Proponent must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Proponent, if any. For purposes of this section, "Proponent" shall mean an individual, corporation or other corporate entity submitting a response in connection with this solicitation, including each Joint Venture partner if Proponent is a Joint Venture.
10. **Protests:** Protests dealing with specifications or the solicitation shall be filed not later than three (3) working days prior to the response due date. Other protests shall be filed not later than three (3) working days after the response due date, or if the protest is based on subsequent actions of CCPS, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts given rise to the protest. All Protests should specify exactly what is being protested. Protests are considered filed when received by the Director of Procurement-Construction/Capital Projects by email with the RFP name and number in the subject line to [cpprocurement@clayton.k12.ga.us](mailto:cpprocurement@clayton.k12.ga.us). Protests which are not filed in a timely manner, as set forth above, will not be considered. Proponent agrees to pay for CCPS reasonable attorney's fees and expenses of litigation for any protest arising out of this solicitation in which CCPS is a prevailing party. Only those who participated in the solicitation are eligible to protest.

**--BALANCE OF PAGE INTENTIONALLY LEFT BLANK--**