Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

Fulton County, GA

June 7, 2010

Re: *#10RFP04122K-DJ, Program Management Services for The Atlanta-Fulton County Library Capital Improvement Program – Phase I*

Dear: Proposers

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced Request for Proposal (RFP).

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Donna Jenkins
Chief Assistant Purchasing Agent

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Question1. We have the locations for the new East Roswell, Palmetto, and Wolf Creek libraries. Please provide the locations for other five new library sites that have been identified and specify which projects still require acquisition of land.

RESPONSE: The County anticipates acquisition of land for the new branch libraries in Alpharetta, Milton, Northwest Atlanta, Southeast Atlanta, and Stewart-Lakewood. Tentative sites have been identified for new branch libraries in East Roswell, Palmetto, and Wolf Creek. Response in Addendum 1/ Question 38.

Question 2. Is it acceptable that the Appendix to the Technical Proposal include the following information and forms: Additional Relevant Experience, Acknowledgement of Addenda, Comments to the Sample Contract, Evidence of Insurability, and Proposal Forms? If not, where would you like these items to be placed?

RESPONSE: Please reference Section 3.6 of the solicitation document. The Technical Proposal is the correct placement for Acknowledgement of Addenda, Evidence of Insurability, and Proposal Forms. Additional information is not requisite for this proposal. If any is submitted with the proposal documents the Appendix to the Technical Proposal is the correct placement for them as well.

Question 3. For the one (1) original of the Contract Compliance Exhibits marked "original" that goes with the Technical Proposal, should that be a tab in the Technical proposal book? Likewise, should the one (1) original of the Financial Information marked "Original" that goes with the Technical be placed under the tab for Section 6? Or should both of these be packaged separately and just submitted in the same envelope as our Technical Proposal?

RESPONSE: One (l) original and one (1) copy of Contract Compliance Exhibits should be placed in a separate sealed envelope. One (1) original and one (1) copy of financial information should be placed in a separate sealed envelope, package separately and submitted in the same envelope as the Technical Proposal.

Question 4. On page 19 Item #13, what is meant by "... and agree to relieve Fulton County of all responsibility and costs for prosecuting claims..."?

RESPONSE: The vendor accepts all legal responsibility and claim at no cost to the County. Response in Addendum 1 Question 2.

Question 5. On pages 19 and 20, regarding #14 & #15 - Is it the intent of Fulton County to assign warranty services to the contractor/installer or a manufacturer, not the Program Manager?

RESPONSE: The warranty services applies specifically to the goods and services your firm provides or executes.

Question 6. Page 31, Section 3.4, Task D, #2 of the submission requirements discusses "Environmental Issues." It states that the Program Manager is to assist in coordination and oversight of any environment or impact statement efforts. Can you advise us to which libraries will require assessments to be performed?

RESPONSE: This will be determined at a later date. Response in Addendum 1/ Question 39).

Question 7. Page 33, Section 3.4, Task F, #5 of the submission requirements, discusses "Feasibility Studies." What are the Program Manager's responsibilities regarding these studies?

RESPONSE: This will be determined at a later date. Response in Addendum 1/ Question 45).

Question 8. Page 33, Section 3.4, Task F, #6 of the submission requirements, discusses "Schematic Design and Design Development." This is listed in the "Pre-Design Phase." What are the Program Manager's responsibilities regarding Schematic Design and Design Development during this particular phase?

RESPONSE: This will be determined at a later date. Response in Addendum 1/ Question 46).

Question 9. As the Cost Proposal only requires rate information, not a total fee and the fee will be negotiated with the selected firm, any true commitments to subconsultants must be in the form of percentages to be accurate. Because a percentage provides the information for evaluating our MWBE participation, we request that on Exhibit D, the Letter of Intent to Perform as a Subcontractor, the words "Estimated Dollar Amount" be replaced with "Percentage of Prime Contract Value." This makes evaluation more accurate and reflects a true commitment.

Response: The Exhibit C requires dollars as well as percentages. Vendors don't normally negotiate using percentages, but the forms require percentages in case there's a change in the contract value. This allows Contract Compliance to determine the corresponding percentage based on the original bid or agreement. The Exhibit D is primarily used to confirm that a conversation took place between a prime and sub, the signatures serves as a confirmation of that agreement. Often a prime will place subs on the Exhibit C without their knowledge but the Exhibit D validates (both parties signatures) the agreed amount listed in Exhibit C by the prime.

Question 10. We would like to confirm that you require different individuals to fill each of the ten positions for which we are asked to provide billing rates, meaning that one person can not be used to fulfill multiple positions and/or a position can not be submitted without a rate stating that position isn't required.

RESPONSE: It is the responsibility of the Prime Contractor to submit a proposed organization structure as referenced on page 42, Section 3.6.4.1. The County is not prescribing the organizational structure or number of personnel the Contractor should use to accomplish the scope of work; the County's intent in requesting the rates in Exhibit 2 is to establish a cost/hour for each position. In regards to positions referenced in Exhibit 2, for the purpose of evaluation, the County requires a rate submission for each position.

Question 11. With regard to Form D, the Offeror's Disclosure and Questionnaire, #1 state: "Please provide the names and business addresses of each of the Offeror's firm's officers and directors." Some of the larger firms that submit could have hundreds officers across the company. Is it acceptable to provide the relevant local officers and their chain of command (Local Manager, Regional Manager, Divisional Manager, CFO, President, and Secretary), as the relevant officers along with our Board of Directors, instead of listing page after page for the whole nation.

RESPONSE: In regard to Form D, the Offeror's Disclosure and Questionnaire, #1, responses should provide information relevant to the entity with which Fulton County will be entering into contract. Officers who will be directly or indirectly associated with this program should be listed.

Question 12. Regarding page 109, Exhibit A of the Sample Contract, please confirm that the General Conditions referred to can be found as pages 18 to 22 of the RFP.

RESPONSE: Yes.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time ***Monday, June 14, 2010*, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2010.

_____
Legal Name of Bidder

_____
Signature of Authorized Representative

_____
Title