



Fulton County, GA

Department of Purchasing & Contract Compliance

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

November 2, 2011

Re: 11RFP80742K-DJ, Architectural & Engineering Services for Expansion and Major Renovation for the Auburn Avenue Research Library for the Atlanta Public Library System Capital Improvement Program

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal (RFP), **11RFP80742K-DJ, Architectural & Engineering Services for Expansion and Major Renovation for the Auburn Avenue Research Library.**

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

Sincerely,

Donna Jenkins

Donna Jenkins
Chief Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in Procurement Award • National Purchasing Institute



11RFP80742K-DJ, Architectural & Engineering Services for Expansion and Major Renovation for the Auburn Avenue Research Library Addendum No. 1

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Fulton County Purchasing Department, Public Safety Building, 130 Peachtree Street, Suite 168, Atlanta, Georgia 30303 by the RFP due date and time **Tuesday, November 8 , 2011, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1 , _____ day of _____, 2011.

_____ Legal Name of Proposer

_____ Signature of Authorized Representative

_____ Title

**11RFP80742K-DJ, Architectural & Engineering Services for Expansion and Major Renovation for the Auburn Avenue Research Library
Addendum No. 1**

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

CLARIFICATIONS FROM THE PRE-PROPOSAL CONFERENCE

1.) In reference to Appendix 1, the project milestone dates to be assumed in the formulation of proposals for this project are as follows:

- NTP for Architect – March 2012
- CM @ Risk Start – March 2012
- Construction Start – October 2012
- Construction Complete – February 2014

SUBMITTED QUESTIONS/INQUIRES AND ANSWERS

Q1: Will you accept unaudited financial statements, or cash basis financial statements?

A1: You may submit unaudited financial statements, however, in order to receive the points for financial responsibility you must submit the documentation listed in Section 5 of the Technical Proposal portion of the RFP .

Q2: Are cash basis financial statements prepared by our CPA acceptable?

A2: You may submit cash basis financial statements, however, in order to receive the points for financial responsibility you must submit the documentation listed in Section 5 of the Technical Proposal portion of the RFP .

Q3: On page 9 of *LEED Implementation Plan* for AFPLS, it states that the Owner's Project Requirements (OPR) will be created by the Architect's team. Since this service is typically provided by the Owner or Owner's Project Manager, it will increase the design team's fee. Please confirm that the design team is to prepare the OPR?

A3: The Owner Project Requirements (OPR) for this project are to be produced by the Architect. The process for producing the OPR is described in the Section 3.3, Scope of Work in the Programming and Schematic Design Phase in this RFP.

Q4: *On page 3-12*, the county requests life cycle cost analyses on several items. We suggest that since we are going to need to do an energy model anyway as part of the LEED Silver process, that energy model could serve as the life cycle cost analyses for our systems. Would this be an acceptable approach?

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- A4:** The energy model may be a part of the Life Cycle Cost Analysis (LCCA) of the mechanical, lighting, systems, but other factors including initial costs, maintenance costs, life span of the systems, replacement cost and salvage value must be considered in the LCCA, also.
- Q5: For Section 3 of the Technical Proposal: Project Team Qualifications/Qualifications of the Key Personnel, do we need to submit resumes and experience information for all consultants or just the Prime Bidder?
- A5:** Refer to the specific instruction in this section of the RFP. You may submit resumes for consultants as well as the Prime Bidder.
- Q6: Could you identify, on the site plan, the portion of the block that is owned by the library?
- A6:** See RFP Appendix 1 identifies Parcels 1, 2A & 2B. See attached survey with those Parcels identified.
- Q7: Is it correct that design will begin in March 2012? Would a programming phase occur prior to that date?
- A7:** The March 2012 date indicated in Appendix 1 Project Milestones, is the Notice to Proceed Date for the Architect. The Programming & Schematic Design would begin on that date.
- Q8: Where should the proposal forms be organized into the submittal documents?
- A8:** Included in the technical under separate tab as Section 5 Proposal Forms.
- Q9: Should the purchasing forms have a separate tab?
- A9:** yes
- Q10: Where in the proposal do the proof of insurability forms go?
- A10:** Included in the technical under separate tab as Section 7.
- Q11: Where in the proposal does the acknowledgement of each addendum(s) go?
- A11:** Included in the technical up front under separate tab.
- Q12: On the Checklist provided in Exhibit 1, forms "E" and "F" are listed separately from the other purchasing forms. Should they be included with the others in the proposal or in another envelope?

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A12: *They should be included with the other forms.*

Q13: Is it correct that only the Proposer (Architect) shall demonstrate local preference, or should consultants within Fulton County show proof as well?

A13: That is correct, local preference is shown by the proposer.

Q14: Do the subcontractors fill out Exhibit A?

A14: yes.

Q15: Does the current library fully occupy the existing property?

A15: Reference Appendix 3 (Site Plan). The library building occupies most of PARCEL 1 and a parking lot that is not completely dedicated to the library occupies all of PARCEL 2A & 2B?

Q16: Does the library have any easements with adjacent properties for access to loading and southern entrance?

A16: There is a 15 foot wide alley along the south edge of PARCEL 2A & 2B and there is a 10 foot wide alley/easement along the east edge of PARCEL 2A & 2B.

Q17: In conjunction with the FF&E plans required, does the architect also need to provide a biddable and or direct purchase FF & E Package (specifically furniture and accessories) including standard FF&E CA services?

A17: The architect will produce furniture plans and non-standardized furniture specifications, however, the FF&E Consultant will produce documents for bidding furniture, fixtures and loose equipment. The architect will not provide CA services for FF&E.

Q18: Are additional services fees allowed for this project?

A18: Additional services fees are not anticipated for this project (or program). There is a process described in Article 7 of the Form of Contract for adding services if they are required.

Q19: Are fees for programming, LEED coordination & documentation, FF&E package coordination and documentation, and specialty consultant services included in the basic services fees or can these be pulled out as additional services fees?

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A19: No these services cannot be pulled out as additional services fees. The fees for this project are to include all of the scope of work described in Section 3.3 and elsewhere in the RFP. There is no portion of the work described in this RFP that should be considered an additional service fee.