



## DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award  
National Purchasing Institute

Felicia Strong-Whitaker Interim Director

### Addendum 1



March 30, 2009

**RE: RFP # 09RFPR65611K-NH; Standby Professional Services for Facilities Related Planning, Design, Engineering and Assessments – Architectural & Engineering Team Services**

Dear Proposer:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced RFP. The following information is offered in response to questions and requests for clarification.

**Question:** In completing the EXHIBIT C – SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION form, how should the proposer address the requirement for stating the dollar value of work as well as the requirement for stating the percentage of dollar value for the various subcontractor disciplines?

Should we refer to the quoted hourly rates contained in EXHIBIT 2 Cost Proposal Form?

**Response:** When completing Exhibit C the prime has to estimate to amount of work the subcontractor will be doing on the project. If the work is soil testing and the subcontractor charges by the hour – the prime should be able to estimate how many hours he will need the sub and put the dollar amount down and base on his total dollar amount that he the prime will submit he should be ale to get the percentage.

Example: If the entire contract value is 250,000.00 and the subcontractor is doing 20% then the est. dollar amount for the subcontractor should be \$50,000.00

If the prime puts down a percentage of 3.5% then the est. dollar amount should be \$8,750.00

Now the type of work that the prime would sub out is totally up to the prime...it would be the service that the prime can't do in house.

**Question:** Section 3 of the Proposal Requirements, as indicated on Page 3-12, note that services for Landscape Design, Hardware Selection, and a Commissioning Agent will be required as part of the proposal scope. But there is not a clearly indicated service category item indicated on the Exhibit 2 Cost Proposal Form to record these hourly rates respectively. How should these sub consultant hourly cost be indicated on the Cost Proposal Form?

**Response:** Use the Revised Cost Sheet contained in this addendum

**Question:** In section 3.3 – Scope of Work #1, it mentions LEEDS certification. Our question is – Who needs to be LEED certified – just the prime contractor?

**Response:** The prime contractor should be qualified in providing LEED (USGBC LEED Accredited Professional) services.

**Question:** Do the sub contractors need to be certified as well.

**Response:** No.

**Question:** Also What level of LEEDS certification are you looking for?

**Response:** LEED-AP and EB. Four levels of certification – certified, silver, gold, and platinum.

**Question:** How many copies are required for the RFP above? Please reference information below (from the RFP)

Do you want 1 original and 5 copies on CD or 5 binder copies?

### **3.1.2 Number of Copies**

Proposers shall submit one (1) original of the Technical Proposal and five (5) copies on CD media in PDF format. Proposers shall submit one (1) original of the Contract Compliance Exhibits with the Technical Proposal marked "Original" and one (1) copy in a separate sealed envelope. Proposers shall submit one (1) original of the Financial Information with the Technical Proposal marked "Original" and one (1) copy in a separate

**Or**

### **3. Description of project deliverables.**

All proposals shall be prepared on standard 8 ½ x 11 letter size paper, with material on one side only, using 12-point font size and inserted in a standard three-hole binder, for each copy. The proposal must have a table of contents and each page must be numbered. Proposers must provide information of their ability to provide the services needed to meet the RFP requirements. Technical Proposal: Submit one (1) signed original and five (5) copies of the technical proposal.

**Response:** Strike item 3 "Description of project deliverables".

Proposal information should be submitted as follows:

**Technical Proposal:** 1 Original; 2 hard copies, 5 copies on CD (in a sealed envelope).

**Financial information:** 1 Original and 2 copies (in a sealed envelope).

**Contract Compliance Forms:** 1 Original and 2 copies (in a sealed envelope).

**Cost Proposal Forms:** 1 Original and 5 copies (in a sealed envelope). All originals should be labeled as "original" and all information should be submitted in one package properly labeled with the RFP information and securely sealed.

**Question:** Section 3 of the Proposal Requirements, as indicated on Page 3-12, note that services for Landscape Design, Hardware Selection, and a Commissioning Agent will be required as part of the proposal scope. But there is not a clearly indicated service category item indicated on the Exhibit 2 Cost Proposal Form to record these hourly rates respectively. How should these sub consultant hourly cost be indicated on the Cost Proposal Form?

**Response:** Use the revised cost sheets contained in this addendum.

**Question:** During the pre-bid proposal meeting you mentioned that a lot of companies did not receive the points for the financial part because they did not submit all of the documents. Can

you please inform me exactly what supporting financial documents you will need for this submittal?

**Response:** Reference Section 5; page 3-13 & 3-14 which states as follows:

"Proposer's financial statements will be reviewed. The review will focus on the Proposer's Statement of Income, Balance Sheet and Cash Flow Statements.

The following documentation and statements are required. **Failure to provide the required submittals shall result in your firm receiving a "Fail" for the 'Financial Responsibility'** criteria for the Proposal Evaluation Criteria provided in Section 4.

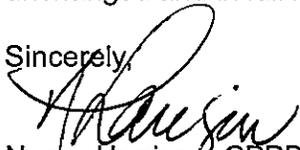
Financial Statement/Capability

In order for the County to complete its financial review the following documentation is requested:

- (1) Provide annual reports and financial statement for the last three (3) years, including income statements, balance sheets, and any changes in financial position.
- (2) The latest quarterly financial report and a description of any material changes in financial position since the last annual report.
- (3) Proposer's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report."

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

Sincerely,



Nancy Harrison, CPPB  
Assistant Purchasing Agent

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 their proposal package to the Department of Purchasing and Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time.

This is to acknowledge receipt of Addendum No. 1, this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**EXHIBIT 2**

**Revised Cost Proposal Form**

This form shall be completed and submitted as the cost proposal in accordance with the instructions provided on 3-7 and 3-8. The complete Cost Proposal is to be submitted separately from the Technical Proposal in a sealed envelope.

**ARCHITECTURAL/ENGINEERING TEAM SERVICES**

<b>Position</b>	<b>Hourly Rate (Incl. OH&amp;P)</b>
<b>ARCHITECTURAL SERVICES</b>	
Principals, Licensed	\$ _____
Project Manager, Licensed	\$ _____
Project Architect, Licensed	\$ _____
Project Architect, Not Licensed	\$ _____
Interior Designer	\$ _____
Intern Architect	\$ _____
Landscape Designer	\$ _____
Draftsman/CADD	\$ _____
Specification Writer	\$ _____
Cost Estimator	\$ _____
LEED AP (Accredited Professional)	\$ _____
Administrative/Clerical	\$ _____
<b>ARCHITECTURAL SERVICES Total Cost</b>	\$ _____
<b>CIVIL ENGINEERING SERVICES:</b>	
Principals, Registered	\$ _____
Project Engineer, Registered	\$ _____
Project Engineer, (Not Registered)	\$ _____
Designer	\$ _____
Draftsman/CADD	\$ _____
LEED AP (Accredited Professional)	\$ _____
Administrative/Clerical	\$ _____
<b>CIVIL ENGINEERING SERVICES Total Cost</b>	\$ _____
<b>STRUCTURAL ENGINEERING SERVICES:</b>	
Principals, Registered	\$ _____
Project Engineer, Registered	\$ _____
Project Engineer, (Not Registered)	\$ _____
Designer	\$ _____
Draftsman/CADD	\$ _____

LEED AP (Accredited Professional) \$ \_\_\_\_\_  
Commissioning Agent \$ \_\_\_\_\_  
Administrative/Clerical \$ \_\_\_\_\_  
**STRUCTURAL ENGINEERING SERVICES Total Cost** \$ \_\_\_\_\_

**MECHANICAL ENGINEERING SERVICES:**  
Principal, Registered \$ \_\_\_\_\_  
Project Engineer, Registered \$ \_\_\_\_\_  
Project Engineer, (Not Registered) \$ \_\_\_\_\_  
Designer \$ \_\_\_\_\_  
Draftsman/CADD \$ \_\_\_\_\_  
LEED AP (Accredited Professional) \$ \_\_\_\_\_  
Administrative/Clerical \$ \_\_\_\_\_  
**MECHANICAL ENGINEERING SERVICES Total Cost** \$ \_\_\_\_\_

**ELECTRICAL ENGINEERING SERVICES:**  
Principals, Registered \$ \_\_\_\_\_  
Project Engineer, Registered \$ \_\_\_\_\_  
Project Engineer, (Not Registered) \$ \_\_\_\_\_  
Designer \$ \_\_\_\_\_  
Draftsman/CADD \$ \_\_\_\_\_  
LEED AP (Accredited Professional) \$ \_\_\_\_\_  
Administrative/Clerical \$ \_\_\_\_\_  
**ELECTRICAL ENGINEERING SERVICES Total Cost** \$ \_\_\_\_\_

**PLUMBING ENGINEERING SERVICES:**  
Principals, Registered \$ \_\_\_\_\_  
Project Engineer, Registered \$ \_\_\_\_\_  
Project Engineer, (Not Registered) \$ \_\_\_\_\_  
Designer \$ \_\_\_\_\_  
Draftsman/CADD \$ \_\_\_\_\_  
LEED AP (Accredited Professional) \$ \_\_\_\_\_  
Hardware Selection & Specifications \$ \_\_\_\_\_  
Administrative/Clerical \$ \_\_\_\_\_  
**PLUMBING ENGINEERING SERVICES Total Cost** \$ \_\_\_\_\_