



Fulton County, GA

# Department of Purchasing & Contract Compliance

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

*July 19, 2011*

**Re: 11RFP07188K-DJ, Architectural & Engineering Services for Five (5) New Branch Libraries**

Dear Proposers:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced Request for Proposal (RFP). **The RFP is due Monday, July 25, 2011 at 11:00 A.M.**

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



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

Q1: Is the form for Item #7, Acknowledgement of each Addendum shown on the Check List or is this merely a statement from the proposer?

**A1: An Acknowledgement of Addendum Form is distributed as part of each Addendum issued. This form is to be submitted for each Addendum issued/received as part of the proposal. Reference Required Submittals Checklist.**

Q2: Section 3.4, Section 2 – Project Plan #3 does not have a page limit like it's understory letters. Do we assume this has no page limit?

**A2: The page limits listed for each item A through H are all the pages to be provided for #3 - the Project Plan.**

Q3: Our proposed interior designer has informed us this morning that they will not be able to participate on our team due to the fact that they are also simultaneously pursuing (or intending to pursue) the FFE contract. Can you please clarify why this would be the case? I can't see any perceived conflict of interest – if anything, if the same firm were to be work in both roles, they would better understand (from the project perspective) what the larger FFE goals were. In other words, it would create a greater efficiency and overall benefit for the libraries rather than less. Would other interiors firms be disqualified from pursuing the FFE package if they also pursue being on a team for the architecture?  
...could the same holding company apply to be the prime on a library and have their interiors firm apply for the FFE contract?  
...Please clarify the intent of this for us?

**A3: Reference Section 2.25 Prohibition of Future Conflict, that addresses conflict of interest related to Prime and Consultant contracts. The County would consider it a conflict of interest for one firm to be a consultant on one project while overseeing work by similar consultants on other projects. Also, reference response to question #5 in Addendum #2.**

Q4: Please confirm the construction budgets in Section 10. These differ significantly from earlier information?

**A4: The information provided in the RFP is the construction budget and is to be used in formulating your proposal(s).**

Q5: Can we assume that none of the sites selected will require structured parking?

**A5: No elevated parking deck(s) are anticipated on the projects subject to this RFP.**

Q6: We applaud the effort provided by the County in establishing the criteria for this Project. However, the information requested by the County in order to complete the RFP process is extensive. Would the County consider an extension of the deadline for submission??

**A6: An extension was provided as part of Addendum #2 to this RFP changing the due date to July 25<sup>th</sup> at 11am. Response to question 19 of the same addendum still applies; every effort will be made to avoid additional extension.**

Q7: Are the design phases in the LEED Plan intended to correspond with the design phases dictated under Section 3.3 - Project Phasing? Will separate LEED submittals be required for 50% and 100% Construction Documents?

**A7: LEED Submissions are expected at Schematic Design, Design Development and 50% Construction Documents. If revision of the LEED submittals are required for 100% Construction Documents then a revised submittal will be required in addition to the 50% CD submittal.**

Q8: Will sustainable cost estimates be required for each phase submittal (including 50% & 100%)?

**A8: No cost estimate is required for 100% Construction Documents. See table on page 3-6 for phases requiring cost estimates.**

Q9: Will the Sustainable Cost Estimates that are required, and any others that may be added, be required to be a part of the cost estimates that are dictated under Section 3.3 - Project Phasing?

**A9: Sustainable Cost Estimate shall be an integral part of the design estimate (dictated under Section 3.3). The sustainable costs shall be identifiable in detail, and as an overall sum of all sustainable costs.**

Q10: if we choose to propose on all five Libraries please clarify that we must submit one (1) hard copy original technical proposal for each library (for a total of 5 originals) and 5 copies on cd's in pdf format for each Library (for a total of twenty five (25))?

**A10: Yes, reference Clarification Item 6 in Addendum #2.**

Q11: Although you have the form to show which libraries are being proposed, if you listed all of the proposed libraries on the cover sheet, seems like the same technical proposal could be used for each library although you would need to define any unique challenges and opportunities specific to each project.

**A11: Reference Clarification Item 6 in Addendum #2.**

Q12: In Section 2 the Project Plan, how do you want the major task start to finish time frame illustrated? Are you requesting a schedule along with the written pros? Is describing the methodologies including best practices and benchmarks a separate paragraph?

**A12: A schedule is not required for the Project Plan in the Proposal, a schedule may be submitted. Specific information should be provided to show that the methodology proposed in the project plan can be accomplished in the time allowed to complete the**

**work. Description of Methodology and best practices may be included in a separate paragraph of the proposal.**

Q13: Please clarify specific direction on requirements for commissioning. (Basic verses Enhanced Commissioning).

**A13: Refer to response to question #49 in Addendum #2.**

Q14: Please clarify the specific requirements for FFE services to be provided by the A/E. We need to know what we need to include for our services and what will be provided by the owner thru their FFE consultant.

**A14: Refer to Clarification Item 2 in Addendum #2 and Section 3.3 Scope of Work in the RFP.**

Q15: Will there be a Design and or Construction Contingency for the project? If so then how much?

**A15: Design and or Construction contingencies are not relevant to proposals for any of these projects.**

Q16: Please clarify the total number of pages for Section 2 – Project Plan on page 3-26. Is it a total of 6 pages or can we go over?

**A16: Refer to Section 3.4 Section 2 – Project Plan, Items A through E with page limits that are not to be exceeded. The preceding paragraphs are explanation, however additional sheets (beyond the six) may be used for the Project Selection Form, requested in paragraph 2 and the identification of the future correspondent, requested in paragraph 1.**

Q17: Would Fulton County accept one Original copy of the Financial Statement in a separate sealed envelope, in lieu of one being published in the Technical Proposal?

**A17: Reference Addendum #2, Revised Required Submittal Checklist and Section 3.1.2 (revised by item #6 of Addendum #2). Financial Statement is to be submitted in a separate sealed envelope.**

Q18: For the Cost Proposal (page 3-30), do we put both the Section 1-Introduction and Section 2 –Completed Cost Proposal Forms in a sealed envelope or does the Section 1-Cost Proposal Introduction go in the Technical Proposal under Section 9 while Section 2 – Completed Cost Proposal goes in a sealed envelope?

**A18: Both Sections 1 and 2 of the Cost Proposal are to be included in the sealed envelope.**

Q19: Would you rather receive proposal with single or double-side printing?

**A19: Except where specifically stated in the RFP, there is no preference for either single-sided or double-sided printing.**

Q20: Does the prime's submittal need to include a cost consultant?

**A20: Cost estimating is a core competency that is expected from the Architect and all Consultants. Cost estimating may be self performed or may be done by a consultant hired by the architect.**

Q21: Could you clarify the specific Libraries each new branch will replace?

**A21: The new Alpharetta will replace the existing Alpharetta Branch.  
The new Northwest Atlanta Branch will replace Bowen/Bankhead and Perry Home.  
The new Southeast Atlanta Branch will replace Carver Homes, Georgia Hill, and Thomasville Heights.  
The new Stewart-Lakewood Branch will replace the existing Stewart-Lakewood Branch.**

Q22: Can we contact/discuss proposed branches with "Friends of the Library" organizations?

**A22: No, reference the Section 2.3 No contact During Procurement Process.**

Q23: Budget & Cost Estimate – Please confirm this is the responsibility of Architect (and perhaps, specifically, Cost Consultant on Architect Team).

**A23: Refer to Question #20 in this Addendum.**

Q24: Shall the reimbursable costs (e.g. printing 10 sets, etc.) be included in our fee or separated as a reimbursable cost?

**A24: Refer to Cost Proposal Summary (Fee) form that indicates reimbursable expenses as a part of the Total Amount of the Contract.**

Q25: Will the LEED Certification Fee (Design Review by USGBC) be paid by the Architect and be incorporated into the Cost Proposal Summary, or shall Fulton County be responsible for the fee?

**A25: See response to Question #52 in Addendum #2.**

Q26: Can Fulton County verify the number of presentations to be made in each phase?

**A26: See response to Question #48 in Addendum #2 and as specifically required by Section 3.3 – Scope of Work.**

Q27: Will the design team determine the reasonable response time and schedule for preparing the Design Narrative in the Program Verification & Schematic Design phase??

**A27: Refer to page 3-6 & 3-7; the design team will be involved with the County, Library and PMT in determining the schedule for production of design, including the Design Narrative.**

Q28: Who is responsible for determining the cost estimate of probable construction cost (page 3-9), section E.2, E.3; and page 3-14 Section F

**A28: Refer to Question #20 in this Addendum. Refer, also, to table on page 3-6 and LEED Implementation Plan.**

Q29: Reimbursables are listed as a not-to-exceed amount. Please clarify if the design team is responsible for printing costs.

**A29: Printing is listed on the Cost Proposal Summary (Fee) form, See, also Clarification Item 2 in Addendum #2, for more information about printing expectations.**

Q30: Is Fulton County requesting the design team to pay the GBCI Registration and Certification Fees?

**A30: See response to Question #52 in Addendum #2.**

Q31: Will a survey be provided by the county or should the design team include this item in our scope? If required by the design team, what standard is required (topographic, boundary, ALTA, SUE, minimum state standards)?

**A31: See response to Question #58 in Addendum #2.**

Q32: Will the project site consist of an assemblage of parcels requiring a recombination of plat?

**A32: Such work, if necessary, will not be included in the Architect's Scope of Work.**

Q33: Is there any additional information on specific sites?

**A33: See response to Question #27 in Addendum #2.**

Q34: Will geotechnical evaluation and Phase I ESA be provided by the county? Is the design team to include in our scope, please indicate which standards.

**A34: See response to Question #76 on Addendum #2 regarding survey. Environmental Studies will be done separate from the Architect's Scope of Work.**

Q35: Has the county performed a wetland / jurisdictional waters determination on the project sites? If not, is design team responsible for this as an item in the project scope?

**A35: Wetlands / jurisdictional water determination(s) will not involve the Architect.**

Q36: Do any of the projects abut State Highways regulated by GDOT? Will a traffic analysis be provided or is design team responsible for this as an item in the project scope? Are there any proposed traffic signals at the project sites or are there any existing traffic signals which will require modification?

**A36: Negotiation with GDOT and/or all other traffic authorities related to the development of the project should be included in the scope, including but not limited to curb cuts, required accel/decal lanes and street improvements. Traffic signals are not expected, and should not be considered part of the scope of work.**

Q37: The sample contract contains language that requires the Offeror provide software licenses for all software used in the production of the work. Should the Offeror include the cost of a License for Revit BIM software in its proposal or does Fulton County currently hold such license?

**A37: Reference Article 24 does NOT require consultants to provide software except where software is part of what is being procured. The Architect is NOT to included the purchase of licenses for the County for CADD or BIM software in their fee.**

Q38: Are cover letters permitted?

**A38: Provide cover letters only where specifically requested in the RFP.**

Q39: Are the "Proposal Forms" (Forms A-H) to be a part of the Technical Proposal as attachments or submitted in separate envelope?

**A39: See response to Question 72 in Addendum #2.**

Q40: How many public meetings should the architect include in their proposal for each branch library?

**A40: See response to Question #48 in Addendum #2.**

Q41: Please describe in detail the responsibility of Fulton County's FF&E consultant versus what is expected of the Architect for FF&E services?

**A41: See response to Clarification Item 2 in Addendum #2, and Scope of Work Section 3.3 in the RFP.**

Q42: Does Fulton County desire that we include major consultant personnel resumes and major consultant credentials? If consultant key personnel resumes are desired, should these same consultant personnel be included in Section 6 – Availability of Key Personnel?

**A42: See response to question #23 in Addendum #2, and major consultant's key personnel may be included in availability of key personnel information.**

Q43: During the pre-bid meeting it was noted that a summary or meeting minutes from the community meetings will be made available to proposers. This would be helpful in preparing unique project approaches for each branch as requested. Will these be issued in an upcoming Addendum?

**A43: See Clarification Item 1 in addendum #2.**

Q44: During the pre-bid meeting it was noted that the approximate size of each site will be made available, along with any special environmental issues such as wetlands that are on the site. Will this be issued in an upcoming Addendum?

**A44: See Clarification Items 3, 4 & 5 related to site information and Appendix #3 for site information.**

Q45: Is there a possibility that the RFP deadline may be extended so that proposers have a little more time to analyze any new information that is issued in Addenda and properly reflect it in their proposal response?

**A45: Refer to Addendum #2 for extension of due date to July 25, 2011 at 11am and note that response to question #19 in Addendum #2 still applies.**

Q46: Please confirm that Enhanced Commissioning and Measurement and Verification services will not be required as LEED related services?

**A46: See response to question #49 on Addendum #2. Measurement & Verification is not specifically included in the Scope of Work but may be included in the strategy to meet the LEED Goal for the project.**

Q47: Who is the "contact person" for Fulton County (both for submitting questions and for delivering the submittal)?

**A47: Refer to Section 1.9 – Delivery Requirements, and 1.10 – Contact Person and Inquiries.**

Q48: Is the Architect required to maintain/update the BIM files during construction administration to reflect change orders and field orders that might occur?

**A48: Refer to page 3-3 for BIM requirements that are stated to be updated for each phase of the project after Design Development (Construction Administration would be included).**

Q49: Please define "Record Drawings" as listed in paragraph R of Section 3 (page 3-24)?

**A49: See response to question #47 in Addendum #2.**

Q50: Will a copy of the notes taken by the Program Management Team (PMT) at the library community meetings be made available, and if so when will they be made available?

**A50: Refer to Clarification Item 1 in Addendum #2.**

Q51: Will AFPLS provide the site area for each site? AFPLS provide wetlands and perennial stream information for each site?

**A51: See Clarification Items 3, 4 & 5 related to site information and Appendix #3 for site information.**

Q52: It is our understanding that if we choose to submit for more than one library project, and we keep the same team of sub-consultants, we are only required to submit one Technical Proposal (containing separate "Section 2. Project Plan" sections that are project-specific, as well as one set of required forms (along with a copy of those forms in a separately sealed envelope). Meaning, we do not need to submit a full proposal for each library. Please confirm.

**A52: See Clarification Item 6 in Addendum #2.**

Q53: The "LEED REQUIREMENTS" specification section (beginning on page 164 of the RFP) sites LEED-NC version 2.2 and requirements corresponding to that version. The remainder of the RFP correctly indicates LEED-NC version 3.0. We would like to know if that specification section has been or will be updated to reflect LEED-NC version 3.0 and the requirements corresponding to that version.?

**A53: The LEED Goal(s) remain and must be negotiated with USGBC to be accomplished regardless of which version referenced in the LEED Implementation Plan or elsewhere.**

Q54: Could you clarify Section 2, E? Are you asking to restate what is in the RFP?

**A54: See response to question #29 in Addendum #2.**

Q55: Should we proceed with the understanding that should any meetings and submittals to the Georgia D.O.T. for deceleration/acceleration lanes, curb cuts and other street front improvement reviews and approvals will be considered additional services?

**A55: See response to question #36 in this Addendum.**

Q56: It is indicated in the RFQ that there will be some neighborhood presentations for review and comment on the design. Because some of the libraries have more than one neighborhood area of interest, does the County have an anticipated number of presentations that will be required of the design teams?

**A56: See response to question #48 in Addendum #2. One meeting is expected per project.**

Q57: Exhibit E, F, G are not applicable. Should we include them anyway and write not applicable? Or can we leave them out all together?

**A57: Include them and write not applicable on the form.**

Q58: Please confirm the requirement that the Prime Proposer perform no less than 51% of the scope of the work as required by Section 2.11. In order to comply with this requirement only firms that provide architecture services AND many other consulting services to total up to a minimum of 51% will conform. This will joint venture agreements, from qualifying and seems in direct opposition to the teaming encouraged by other parts of the RFP.?

**A58: The joint venture team is considered as the prime contractor and therefore would be required to perform 51% of the scope of work.**

Q59: Is there a minimum W/MBE participation percentage of the fee the County is expecting?

**A59: There is no minimum M/FBE percentage requirement.**

Q60: Can you please clarify what portion of Exhibit C – Schedule of Intended Subcontractor Utilization needs to be completed?

**A60: Complete all parts of Exhibit C if you are using subcontractors. If not, complete number 1 and sign the last page of Exhibit C**

Q61: On the copy of the Contract Compliance Forms that is to be submitted in the Technical Proposal – should that paperwork be added into my 3 ring binder (Technical Proposal) as a Section 10?

**A61: No, reference addendum #2 response #71.**

Q62: Do I just added put it in a separate envelope which I can three hole punch and stick in the binder?

**A62: Reference addendum #2 response #71.**

Q63: For all the Contract Compliance Forms I am gathering for the Consultants (which one copy will be in the Technical Proposal 3 ring binder mentioned above) and another copy in a separate envelope –Should I keep them separated by firm (so there would be maybe 6 envelopes) or would you like to see Form A - Urban Design Group, followed by each of our 5 consultants, Form B – Urban Design Group, followed by each of our 5 consultants Or would you like to see One big envelope that has the forms for the prime and the subs?

**A63: All contract Compliance Forms should be in one sealed envelope.**

Q63 (b): For each project we will submit: Technical Proposal Cost Proposal (separate envelop) Contract Compliance Exhibits (separate envelop) Financial Information (separate envelop) Is this correct? For the Executive Summary – Is it correct that this would be the same document that would be included in each project package? Or do we need to create an Executive Summary for each library project that we are submitting on? On Page 3-29 of the RFP, it indicates Section 9 – Cost is a part of the Technical Proposal. But Section 3.1.2 indicates that the cost proposal(s) should be in a separate sealed envelope. Should the requirements in section 3.1.2. govern?

**A63 (b): Yes; The Executive Summary (3<sup>rd</sup> or 4<sup>th</sup> bullet point) may vary from one project Technical proposal to another.**

Q64: Appendix 1, Project Information and Selection Form, it states that we should attach a copy outside the proposal, than in Section 2 – Project Plan on page 3-26, question 2 it asks that we include a copy of Appendix 1 at the front of Section 2. Please clarify if you would like us to do both or just have a copy outside the proposal.

**A64: Provide referenced form in both requested locations.**

Q65: Exhibit 1 (page 9-2), Required Proposal Submittal Check List, it states under No. 10 that Office of Contract Compliance Requirements should be in a sealed envelope. On page 3-2 under 3.1.2 - Number of Copies, it asks for one (1) original set of Contract Compliance Exhibits with the Technical Proposal marked “Original” and one (1) copy in a separate sealed envelope. Please clarify which we should follow.

**A65: Package as stated on page 3-2 under 3.1.2**

Q66: If you are a certified WBE/SBE firm in metro Atlanta and have applied for certification in Fulton County but still waiting approval, would you be given consideration as a (WBE) for the proposal??

**A66: Yes**

Q67: What will be the yard stick for measuring if a firm has met the definition of “Prime”?

**A67: The question is unclear, however, the “Prime” would be defined as the entity that will enter into a contract with the County for services subject to the RFP. The Prime must be in accordance with Section 2.11, and other requirements specifically listed in the RFP, for the Prime.**

Q68: Section 2.26 First Source Jobs Policy: Please verify if the First Source Jobs Program Information (Exhibit H) is only required of the prime. Are Sub Consultants required to fill out Exhibit H?

**A68: Form 2 of this Exhibit is only required of the Prime Contractor**

Q69: Do all subcontractors need to provide financial information (p. 3-28; Section 5) or is this limited to the Prime Proposers?

**A69: Section 5 – Financial Information applies to Prime proposer, (reference second paragraph).**

Q70: Are subcontractors required to carry all insurance requirements listed in 2.3, 2.4, 2.5, 2.6, 2.7 and 2.8?

**A70: The referenced insurance requirements will not be required of the sub-contractors used by the A & E Contractor. The County however, must be identified as an “Additional Insured” on the sub-contractors Liability Insurance policies.**

Q71: Will the design team be able to offer modifications to the contract?

**A71: The Prime Architect may suggest revisions to the contract.**

Q72: It states in Section 3 on page 3-2: “One set of Contract Compliance exhibits, one (1) original with Technical Proposal mark original....”.Are the Contract Compliance Exhibits originals to be incorporated into Technical Proposal as attachments or bound separately from the Technical Proposal in the same envelope?

**A72: Reference response to question #71 in Addendum 2.**

Q73: On Form F (Subcontractor affidavit) there is a line in the paragraph to insert the prime contractors’ firm name but not a line for the subcontractors firm name. Should we have the subcontractors place their firm name in the space marked for the prime? If not, then where does the subcontractors firm name go?

**A73: Yes**

Q74: Please clarify the requirement that the Prime Contractor have 51% of the work. In the context of architectural services, does this mean that the Architect of Record (Prime Contractor) must have 51% of the net architectural work/fee? Or is the 51% intended to be inclusive, adding in of all of the different required engineering consultants, commissioning consultant, LEED Administrator, FF&E, landscape, etc? Taking into account the broad range of services requested in the RFP, the 51% could be difficult to achieve given that it would be common in the industry for the net architectural fee (out of the total consulting fee) to be 60%-66% on projects that do not require so many special services and extra consultants.

**A74: the prim contractor must perform on less than 51% of the scope of work required under this project.**

Q75: Will meeting minutes from the pre-bid meeting be written and issued in an addendum?

**A75: No**

Q76: Regarding Proposal Forms A, B, C, D, G & H. Please confirm which are to be submitted by the PRIME FIRM ONLY and which are to be submitted by PRIME AND SUB-CONSULTANTS:

A – Certification Regarding Debarment – **PRIME and SUB.**

B – Non-collusion Affidavit of Bidder/Offeror – **PRIME**

C – Certificate of Acceptance of Request for Proposal Requirements – **PRIME**

D – Disclosure Form and Questionnaire – **PRIME, which includes joint venture partners, team members and first tier sub-consultants**

G – Professional License – **PRIME and SUB**

H – Local Preference Affidavit – **PRIME**

**A76: The response is in bold at the end of each form listed in Q76 .**

Q77: Regarding Contract Compliance - Exhibits A, B, H and EBO plan. Please confirm which are to be submitted by the PRIME FIRM ONLY and which are to be submitted by PRIME AND SUB-CONSULTANTS:

Exhibit A – Promise of Non-Discrimination – **PRIME and SUB**

Exhibit B – Employment Report – **PRIME and SUB**

Exhibit H – first Source Jobs Program Information – **PRIME**

EBO Plan – **PRIME**

**A77: The response is in bold at the end of each form listed in Q77.**

Q78: Is the insurance information placed in a separate sealed envelop? If not, where is it placed in the technical proposal? Should we make a separate tab for the insurance information in the technical proposal.

**A78: The insurance information should be tab as section 7 of the technical.**

Q79: EVIDENCE OF INSURABILITY – Where and how do we include? Is this a form or a statement?

**A79: See response to question #82 in Addendum #2.**

Q80: Section 7.2.8 Valuable Papers: This is a property coverage issue, and as written does not make sense. Please explain.

**A80: See response to question #83 in Addendum #2.**

Q81: Section 7.II.2: Replenishment of Limits: This is a nearly impossible provision to adhere to. As you know, professional claim policies are claims made policies. Notification of a matter will trigger coverage and has the chance to decrease limits at an undetermined amount until closed completely and may take years to resolve. There is no way to secure coverage to maintain coverage. If firm carries higher coverage than minimum requirements for professional liability, will that suffice?

**A81: See response to question #84 in Addendum #2.**

Q82: Section 7. 1.8 and II.3 would seem to conflict with each other, one indicates 36 months and one 7 years from Substantial completion. Professional liability coverage is written in claims made form, but there is no way to purchase Extended Reporting protection at the outset unless a project specific policy is written.

**A82: See response to question #86 in Addendum #2.**

ACKNOWLEDGEMENT OF ADDENDUM NO. 3

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Monday, July 25, 2011, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Legal Name of Proposer

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

\_\_\_\_\_  
Title