



Fulton County, GA

Department of Purchasing & Contract Compliance

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

November 2, 2010

Re: #10RFP75166K-JD-Architectural and Engineering Services for Fulton County Government Center Waterproofing

Dear Proposers:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced **#10RFP75166K-JD-Architectural and Engineering Services for Fulton County Government Center Waterproofing**.

Except as provided herein, all terms and conditions in the **#10RFP75166K-JD – Architectural and Engineering Services for Fulton County Government Center Waterproofing** referenced above remain unchanged and in full force and effect.

Sincerely,

Joyce Daniel

Joyce Daniel, CPPB
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:

The Cost Proposal Form has been revised. See Attachment A.

Drawings will not be issued at this time. The awarded proposer will have access to all drawings and specifications.

Response to Questions:

Question: Submission Format and Copies: Our understanding of Paragraph 3.1.2 of the RFP is that the proposal is to be submitted as follows:

- a. The Technical Proposal comprised of one original and 5 copies (it does not need to be in a separate sealed envelope)
- b. The original set of the Contract Compliance Exhibits is to be included with the Technical Proposal; one copy of the Contract Compliance Exhibits is to be submitted in a separate sealed envelope
- c. The original Financial Information is to be included with the Technical Proposal; one copy is to be included in a separate sealed envelope.
- d. The Cost Proposal, one original and one copy is to be submitted in a separate sealed envelope.

Question 1: Is the above correct? If so, please see question 2.

Question 2: In that the Financial Information is highly sensitive information to be handled by our corporate officers, we would request that both the original and the copy be submitted in one separate sealed envelope.

Answer: All responses are to be submitted in the format as stated in the solicitation document:

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 sealed envelope.

Proposers shall submit one (1) original and one (1) copy of the Cost Proposal in a separate sealed envelope.

All Proposals must be complete with all requested information.

**#10RFP75166K-JD – Architectural and Engineering Services for Fulton County Government
Center Waterproofing
Addendum No. 3
Page Three**

Question: We would also seek clarification with regard to the information that is to be provided on the CDs. Again our concern is the highly sensitive financial information which will be guarded by the corporate officers. Is the entire submission, all documents and exhibits, to be included on the CD?

Answer: Do not include the Cost Proposal Form and the Financial information on the CD. Submit all information as stated in Section 3.1.2 of the solicitation document.

Question: On pages 27 of the RFP - #11 AND page 35, #8 both state: "All sub consultants hired by the A/E team to provide services on the project shall be prequalified with the county in the appropriate area-classes. The county shall, on request, furnish the A/E team with a list of prequalified consultants in the appropriate area-classes." Please clarify - how do we go about obtaining this pre qualified consultants list or how do we go about qualifying consultants that could be part of our team?

Answer: Delete statement #11 under Section 3.3.4 –Conceptual and Schematic Design Phase on page 27. Delete statement #8 under Section 3.3.11- Conceptual and Schematic Design Phase on page 35.

Question: Regarding Section 3.3.4 Conceptual and Schematic Design Phase - #18: Is the county prepared to surrender mold, mildew and other health related data, in its entirety, to any news media under the Public Records Act?

Response: Fulton County complies with all applicable laws governing the disclosure of information requested through means such as the Open Records Request. The release of information to any news media will be coordinated by the County Office of Communications.

Question: Is the intent of this RFP to contract with a professional for the assessment of the building for waterproofing and damage, or to contract for a full comprehensive project that includes not only assessment but Construction Documents and Specifications, Bidding, and Construction Management for the total remediation of the water penetration issue?

Response: The intent of this RFP is clearly defined in the Scope of work. See Section 3.3 on page 24.

Question: Section 2 – Project Plan (pg. 44). Building commissioning is listed as an item of work in the project plan. Is this in error? Or, is this in anticipation of any potential commissioning work that may be required during construction at a future date?

Response: Disregard all comments regarding Building Commissioning. There will not be any requirement for this service in this RFP.

Question: Section 3.5 Organizational Chart (pg 45). There are several disciplines listed which will have no involvement on this project (i.e. interior design, ADA compliance review). Do we include consultants for all of the disciplines listed in the RFP? Or, do we only include the appropriate disciplines for the scope of work indicated in the RFP?

Response: No. Include all the consultants listed in the RFP in case there is a scope change as the project moves along in the design process.

Question: We would request further information regarding the format requirements for the proposal with regard to the Fulton County Government Center Waterproofing Project. Section 3.4 of the RFP, which starts on page 43, prescribes the arrangement and format of the Technical Proposal describing Section 1 – 9 (Cost Proposal Form). Then it jumps to the required Proposal Forms A – G, the Contract Compliance Requirements Exhibits A – G. This suggests that these forms and exhibits follow as Sections 10 and 11.

However the Proposal Checklist contains a totally different format and arrangement. Please clarify.

For your understanding we have attached a copy of the format based on the RFP Section 3.4 and an alternate format following the requirements for separate sections in separate envelopes.

Response: The document sections are as follows:
Section 1.0-Introduction; Section 2.0-Instructions to Proposers; Section 3.0-Proposal Requirements; Section 4.0, Evaluation Criteria; Section 5.0-Proposal Forms; Section 6.0-Contract Compliance Requirements; Section 7.0-Insurance and Risk Management Provisions; Section 8.0-Sample Contract; and Section 9.0-Exhibits.

Section 3.4 is a sub-section of Section 3.0. The Proposal Forms are in Section 5.0 and Contract Compliance Requirements are in Section 6.0. There is not a Section 10 or Section 11.

The Required Submittal Check List is not presented with and Section references. The check list is referenced as Items. All forms are listed as required for Purchasing, Contract Compliance, and Insurance as well as license requirements.

**#10RFP75166K-JD – Architectural and Engineering Services for Fulton County Government
Center Waterproofing
Addendum No. 3
Page Five**

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 Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Monday, November 8, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, _____ day of _____, 2010.

Legal Name of Bidder

Signature of Authorized Representative

Title

ATTACHMENT A

Revised Cost Proposal Form

Cost Proposal Form

I. SCHEDULE OF FEES

This form shall be completed and submitted as the cost proposal. The complete Cost Proposal is to be submitted separately from the Technical Proposal in a sealed envelope.

II. PROPOSED PROJECT PERSONNEL HOURLY RATES

- A. Personnel hourly rates for each staffing position to be used in performing the work must be provided.
- B. The proposed rates will also apply to Additional Services, if such services are authorized by the County during the contract period.

STAFFING POSITION	Direct Salary Expense (DSE)		Burden Multiplier		Direct Personnel Expense (DPE)		OH & P (%)		TOTAL HOURLY SALARY EXPENSE
Program Manager	\$	X		=	\$	+	%	=	\$
Assistant Program Manager	\$	X		=	\$	+	%	=	\$
Program/Construction Manager/Director	\$	X		=	\$	+	%	=	\$
Interior Designer	\$	X		=	\$	+	%	=	\$
Senior Architect	\$	X		=	\$	+	%	=	\$
Design Architect	\$	X		=	\$	+	%	=	\$
Draftsperson/CADD	\$	X		=	\$	+	%	=	\$
Administrative/Clerical	\$	X		=	\$	+	%	=	\$
Specifications Writer	\$	X		=	\$	+	%	=	\$
Cost Estimator	\$	X		=	\$	+	%	=	\$
Structural Engineer	\$	X		=	\$	+	%	=	\$
Mechanical Engineer	\$	X		=	\$	+	%	=	\$
Plumbing Designer	\$	X		=	\$	+	%	=	\$
Waterproofing Consultant	\$	X		=	\$	+	%	=	\$
Landscape Architect	\$	X		=	\$	+	%	=	\$
Project Scheduler	\$	X		=	\$	+	%	=	\$
TOTAL	\$	X		=	\$	+	%	=	\$