



Fulton County, GA

Department of Purchasing & Contract Compliance

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

May 24, 2010

Re: 10RFP73168K-DB; Standby Professional Services for Environmental Engineering & Testing Services (EET)

Dear Vendors

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced ITB. Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Darlene A. Banks

Darlene A. Banks, CPPB
Assistant Purchasing Agent

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



ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned bidder acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing & Contract Compliance Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time.

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

Legal Name of Bidder

Signature of Authorized Representative

Title

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

Scope of Work

Revision: 3.3 Scope of Work

Questions, Statement & Responses

3.3 SCOPE OF WORK

Fulton County Government intends to engage **Environmental Engineering & Testing Services (EET)** to provide technical, professional and other services for various County projects as broadly described in this Scope of Services, Environmental Engineering & Testing Services (EET).

1. BASIC SERVICES

Basic Services shall include the provision of professional services as hereinafter stated which may consist of but not limited to the following:

- (a) The County may request all, some or none of the services identified in this Agreement. When the County desires any services contemplated under this Agreement, the County will contact the Vendor and request a written proposal and estimate of costs for the work to be performed on each project.
- (b) Vendors shall be required to respond to emergencies within three hours of service request and expedite such request with final results and report for turnaround within twelve (12) hours.

2. GENERAL SCOPE REQUIREMENTS

Fulton County intends to engage Environmental Engineering & Testing Services firms to provide technical, professional and other services for various Fulton County projects as broadly described in this RFP. The intent of this RFP is for one or more firms to provide some or all Environmental Engineering & Testing Services and related Environmental Engineering and Testing Services for the County on an as needed basis. Whenever services are requested by the County the Vendor will submit a written proposal for the specific project based on the scope of services requested by the County. The County may accept or reject the proposal, or decline such services when it is in the best interest of the County to do so. If the Vendor's proposal is accepted, the County may issue a Work Authorization and Notice to Proceed that specifies the "not-to-exceed" dollar amount of the Work Authorization with the begin and completion date. After having received the Notice to Proceed, including a written approval of the scope of services and estimate of fees for a specific project, the Vendor shall provide the services required for the specific project in accordance with the contract and scope of service.

The County may rescind a Notice to Proceed or Work Authorization at any time at the County's convenience if it is in the best interest of Fulton County. When a Notice to Proceed is rescinded, the County will pay the Vendor for any authorized work that has been satisfactorily performed up to, and through the date of cancellation. In the event of cancellation, the Vendor will not be entitled to any additional compensation for unauthorized work or anticipated lost profits due to such cancellation. All work products for which compensation is received by the Vendor from the County shall be submitted to the County. Further, all authorized work shall be submitted to the County before final payment is approved by the County.

It is understood and agreed by the Vendor that services performed under the Scope of Services as stated in this RFP shall include, but not be limited to those services

described below and to the extent desired by Fulton County.

Basic Services shall include the provision of professional services as hereinafter stated that include Environmental Engineering, Materials Testing & Inspections Services.

The County may request all, some, any combination of or none of the services identified in this Scope of Services. When the County desires any services contemplated under this RFP, the County will contact the Vendor and request a written proposal, estimate of costs and preliminary schedule for the work to be performed on each specific project based on the Scope of Services desired by the County.

3. Environmental Engineering, Materials Testing & Inspections Services (EETI):

Environmental Engineering & Testing Services to be awarded as an independent contract(s) by the County for environmental services including but not limited to the following:

- (a). Asbestos, lead based paint and contaminated soils surveys and testing
- (b). Phase I & II environmental assessments
- (c). Preparation of specifications and construction documents for abatement services
- (d). Preparation of documents as required by current regulations for various phases of hazardous materials remediation; service to include any laboratory fields testing that may be required to determine the extent and type of hazard present as well as on site monitoring during abatement operations.
- (e). Water testing & surveys
- (f). Microbiology sampling & testing of water and soils
- (g). Stream and outfall sampling and field analysis for turproposality (NTU's) to satisfy National Pollutant Discharge Elimination System (NPDES) General Permit requirements
- (h). Geotechnical sampling, testing, and reporting
- (i). Construction materials testing and reporting for construction projects

4. Indoor Air Quality Services (IAQ)

Indoor Air Quality Services to be awarded as an independent contract(s) by the County for services including but not limited to the following:

- (a) Qualified visual inspection for identifying indoor microbial and/or chemical contaminant sources and/or pathways
- (b) Develop IAQ-applicable testing strategies as appropriate
- (c) Direct-reading measurements of temperature, relative humidity and carbon dioxide in air, and relative moisture content of building materials (moisture surveys)
- (d) Air sampling using IAQ-specific methodologies
- (e) Dust bulk surface sampling using IAQ-appropriate methodologies
- (f) Sample analysis performed by a laboratory having an established quality management system, is ISO 9001:2000 registered, All-IA FMLAP accredited and other accreditation or certifications from both the State of Georgia and EPA as acceptable.
- (g) Preparation of written reports of investigation findings including visual observations, interpretation of analytical sampling results, IAQ-relevant recommendations, footprint of building inspected and cost estimate of

materials to be abated.

- (h) Preparation of technical specifications for IAQ remediation services and project oversight to achieve quality assurance
- (i) Development of IAQ operations & maintenance plans including program manual and training of building staff.
- (j) Litigation support, as necessary, specifically defined as deposition/trial/arbitration preparation and testimony, and preparation of expert report

5. Code Required Special Construction Materials Inspection Services (SCMI):

Code Required Special Construction Materials Inspection Services may be awarded as an independent contract(s) by the County for services including but not limited to the following. All testing and inspection services shall include reports.

- (a). IBC Required Verification and Inspection of Steel Construction
- (b). IBC Required Verification and Inspection of Concrete Construction
- (c). IBC Required Verification and Inspection of Steel Construction
- (d). IBC Required Verification and Inspection of Masonry Construction
- (e). Construction Materials Testing, Inspections

6. PARTNERING

The Vendor may require partnering to support requirements of this RFP and any other related contracts. The Vendor will be responsible for, but not limited to the following:

- (a) Partnering scheduling and reports;
- (b) Providing e-mail meeting notices and meeting minutes;
- (c) Tracking Partnering Goal Measurements;
- (d) Distributing Project Report Cards and compiling results; and
- (e) Coordinating meeting and other sessions.

Services may include, but not be limited to the following:

- (a) A kick-off meeting;
- (b) Progress meetings as determined by the county;
- (c) Information gathering;
- (d) Preparation of draft technical memorandums on specific subject areas of the project;
- (e) Review meetings and coordination of review comments;
- (f) Preparation of the final report; and
- (g) Presentation of the results at private and public forums when requested and directed by the County.

Question: DeKalb County honors the Local Small Business enterprise in Fulton County. Will Fulton County reciprocate a DeKalb County LSBE Certificate? Will a DeKalb LSBE be considered a Fulton County LSBE?

Response: No, a DeKalb County LSBE would not be considered a Fulton County LSBE through any kind of reciprocal agreement. Fulton County does not have a LSBE program.

Questions: The schedule of fees requests an hourly rate for several items such as collection of soil samples, etc. that are typically priced on a per sample basis. Is this hourly rate supposed to include the labor, tools and equipment, analytical costs, subcontractors, travel, etc. to collect on sample, five samples, 50 samples, etc.?

On Exhibit C, Schedule of Intended Subcontractor Utilization, how are we supposed to indicate dollar values or even percentage values when there is no defined scope of work? For instance if, every task under this contract was for a Phase I ESA, we would perform 100% of the work; however, if a subsurface investigation is ordered, we will have drilling and analytical costs that will reduce our percentages to 70% to 80% of the dollar amount for that task. In the dollar and percentage sections of the form can we write, "to be determined (TBD)"?

Similarly, on Exhibit D, we assume that the project commence and completion dates and estimated dollar amounts should be TBD...please verify.

Response: On Exhibit C, if you are preparing a proposal that includes a technical proposal as well as costs for specific items, you would include the subcontractors that correspond with those items. If there are multiple scopes of work, you would indicate that portion you need to subcontract for each of them. In other words, your responses on Exhibit C should correspond with your technical and cost proposal. A percentage is **required** on both Exhibit C and D. On Exhibit D, you may indicate 'upon award' on the project commencement date.

Question: In item 10 of the General Requirements, it states that the offeror shall provide the County with a price reduction if our costs are reduced due to the County's status as tax-exempt. Will award of this contract entitle the contractor to tax-exempt status?

Response: No.

Question: Pages 20-25, Section 3.3, Scope of Work, Items 1-11: Are these services part of this contract?

Response: See Addendum 2, Section 3.3 Scope of Work.

Question: Page 27, Section 2, Project Plan, Item 2: The methodology listed is for Design-related work, will the RFP be revised for

Environmental/Geotechnical/Materials Testing services?

Response: See Addendum 2, Section 3.3 Scope of Work.

Question: Page 28, Section 3, Project Team Qualifications, Item 5: The information requested for the Organizational Chart is for Design-related personnel, will the RFP be revised for Environmental/Geotechnical/Materials Testing personnel?

Response: See Addendum 2, Section 3.3 Scope of Work.

Question: Page 30, Section 6, Availability of Key Personnel, Item 2: Is Fulton County looking for a list of projects with dedicated time to each project or a collective percentage of time spent on all other project commitments?

Response: The County will be looking for a collective percentage of time spent on all other project.

Question: Page 103, Section 2, Schedule of Fees, Indoor Air Quality Services (IAQ): Several line items are duplicated, will this section be updated or can the line items be adjusted as needed by the consultant?

Response: Please note that schedule of fees are for teams for Professional Services and for Litigation Support. If fees are no different for either service, then put same fee cost.

Statement: During the meeting, the County mentioned that they intend to award two contracts. Sections 3.3.12, 3.3.13, and 3.3.14 state that independent contract(s) will be awarded for EETI, IAQ, and SCMI. We assume that a proposer may provide technical information and costs for EETI only. Please verify.

Response: See Addendum 2, Section 3.3 Scope of Work.

Question: Pursuant to the pre-proposal conference discussions and after reviewing the RFP, it is our understanding the scope of work for this particular project as indicated by its title (EET) encompasses primarily items numbered 12, 13, and 14. Is it safe to assume that numbered items 1-11 are not being requested as part of this bid?

Response: See Addendum 2, Section 3.3 Scope of Work.

Question: Could you please further clarify the scope of work, i.e. Are the items 1 through 11 as listed in the section 3.3. of the RFP really required (currently include SW management, NPDES compliance, land surveying, traffic control, civil, mechanical, electrical, architectural, structural engineering, engineering studies, expert testimony, detailed design, construction administration...)? Reason for that question is that I had impression from yesterday's meeting that the consultant should focus on the environmental engineering, testing services, indoor air quality and sampling. Additionally, Scheduled of Fees (Exhibit 2) lists only the items related to the sampling, testing, and indoor air quality.

Response: See Addendum 2, Section 3.3 Scope of Work.

Question: The scope of services described beginning on pages 20 thru 26 include architecture, surveying and other services in addition to the environmental and testing requirements. There are also no cost sheets for these services. Please clarify the requirements for scope of services and personnel for this RFP.

Response: See Addendum 2, Section 3.3 Scope of Work.

Question: Is the scope of services set forth in Section 3.3 of RFP on pages 20-26 going to be revised to eliminate Subsections 3.3.1. through 3.3.11 thereby matching up the remaining scope of services described in 3.3.12 through 3.3.14 with the Section 9, Exhibit 2 Cost Proposal Form included on pages 102 to 106 of RFP as discussed at the 05/12/10 pre-proposal meeting?

Response: See Addendum 2, Section 3.3 Scope of Work.

Statement: The scope of services for the desired work is detailed, but the rate sheets don't match the services desired in the outlined scope of services:

Section 3.3.1 The basic services listed in 3.3.1 are very extensive.

Section 3.3.2 (General Scope Requirements) indicates that

Environmental Engineering and Testing Services planning projects, and related projects for the County on an as needed basis.

Section 3.3.2, 4th paragraph indicates the basic services shall include the provision of various professional services as hereinafter stated that include civil, mechanical, electrical, architectural, geotechnical and structural engineering, contract administration, prequalification, bidding, and construction inspection services incidental thereto. Services also include preparation of engineering studies, modeling process and hydraulics, and assistance with regulatory requirements, citizen participation involvement, pre-design and preconstruction support and partnering.

Section 5 requests and Organizational Chart for 16 clearly defined disciplines of work, including Architecture Design and Specifications, Interior Design, Furnishing for Space Planning, Civil Engineering, Structural Engineering, Landscape Design, Electrical Engineering, Security/fire alarm/communication engineering and specifications, plumbing, mechanical engineering, hardware selection, ADA compliance, Certified Construction Estimator, Commissioning Agent, and USGBC LEED Accredited Professional.

The pricing sheet is only set up for ENV, GEO, IAQ and Construction Materials Testing and Inspection Services. Should we just address how we will provide the items identified in the pricing sheet, meaning that we provide the technical qualifications for those items in the pricing sheet,

the organization chart for the parties that will supply the said services on the pricing sheet, etc.

Please let me know your desires in regards to this submittal. To provide the scope of services under Section 3.3.1 and Section 3.3.2 (fourth paragraph) will require multiple different consultants and fee structures.

Response: See Addendum 2, Section 3.3 Scope of Work. Regarding rate sheet, fees will be as per scope of work services.

Question: what is included in sample cost? The Addendum seems to be asking for an hourly rate associated with samples.

Response: Labor, equipment, lab work, etc computed into an hourly rate.

Question: The Addendum states “the minimum professional qualifications of an Indoor Air Quality Scientist require a Certified Industrial Hygienist (CIH). A staff person having a CIH and a P.E. is acceptable and a P.E. with a CIH is acceptable. A Professional Engineering without a CIH qualification is not.” However the rate sheet makes it look like any field staff would be called an IAQ Scientist. Is the requirement for any field staff working in the IAQ capacity to be a CIH?

Response: A staff person with a CIH is the required qualification.

Statement: In section 3.3, item 13 of the RFP, please define the acronym IAG or confirm that it is a misprint and should be IAQ.

Response: It should be IAQ.