



Fulton County, GA

Department of Purchasing & Contract Compliance

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

July 11, 2011

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

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced Request for Proposal (RFP). **The due date has been extended to Monday, July 25, 2011.**

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



**11RFP07188K-DJ, Architectural & Engineering Services for Five (5) New Branch Libraries
Addendum No. 2**

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

The due date has been extended to Monday, July 25, 2011.

Clarifications from Pre-Proposal Conference

- 1.) Community Input information will be released if it is approved by Library and County. Proposers will be notified with information about where to access this information by addendum.
- 2.) Contrary to Section 3.3 – SCOPE OF WORK, the Architect WILL be responsible for producing Furniture and Fixed Equipment (FFE) Plans. Additionally, the Architect will include documents from the FFE Consultant in their documents.
- 3.) Site information is provided in Appendix 3 of the RFP. Additional site information will not be released prior to the proposal due date.
- 4.) Local or Urban design reviews may be required for any and all the new library projects in this RFP.
- 5.) Perennial streams can be assumed to exist but can remain undisturbed by the new library development on the following project sites:
 - East Roswell
 - Northwest Atlanta
- 6.) To simplify the instructions given in the RFP, the County requests that the proposers review Section 3.1.2 (Number of Copies) and submit, for each library bid, One Technical Proposal, One Cost Proposal, One set of Contract Compliance Exhibits , and One set of Financial Information, per the instructions for each of these, set forth in this section. This will allow proposers, if they wish, to submit a different organizational chart with different team members on any library proposal. Therefore, the page number limitations set forth in Section 3.4 (Technical Proposal Format and Content) remain unchanged for each Technical Proposal.
- 7.) Printing requirements for the Architect are clarified as follows: The Architect is required to submit the printed documents specifically identified in Section 3.3 – SCOPE OF WORK. The Architect will not be required to print document for bidding or for the Construction Manager's reference or use during construction.
- 8.) Section 7 Insurance and Risk management Provisions: Bidding Instructions Relative to the Owners' Wrap-Up Program; delete this paragraph in its entirety.

Questions (Q) & Answers (A):

Q1: We understood that the FF&E consultant will schedule coordination, ordering, installing, delivery supervision, following up after installation with warranties and claims of damage at the site of furniture that is specified by the FF&E consultant (the Fulton County “standard furniture”). However, will the scope of services for the FF&E consultant also include , schedule coordination, ordering, installing, delivery supervision, following up after installation with warranties and claims of damage at the site of furniture, that is specified by the A&E firm?

A1: Referenced FF&E Consultant RFP Section 3.3, Scope of Work (page 3-3) says The FF&E Consultant will schedule, order, coordinate installation etc. for Standard and non-Standard Furniture. The “non-standard” furniture refers to items specified by the A&E firm. This does not relieve the Architect of responsibility for coordination as described in the scope of work.

Q2: We understood that the FF&E consultant will provide at least three equals in the furniture specifications for the Fulton County “standard furniture”. Does this also include providing alternative furniture selections for the furniture that is selected by the A&E firms? Or is the intention that the FF&E consultant is to overview the A&E selections and ensure that the A&E firms are have specified a minimum of three equals in their furniture specifications?

A2: Referenced FF&E Consultant RFP Section 3.3, Scope of Work (page 3-3) says the FF&E Consultant will assist the Architect in selecting at least three equals to the basis of design. This statement infers the Architect has the lead role in selecting equals for their own furniture selections.

Q3: If a firm is awarded the FF&E design consultant job, will that eliminate that firm from winning one of the individual library jobs for A&E?

A3: Reference Section 2.25, Prohibition of Future Contracts; The County will consider it a conflict of interest for one firm to be the prime FF&E Consultant for the program and the prime Architect for any project that is part of the program.

Q4: Will information from public input sessions and program surveys be made available?

A4: This information is being prepared to be made public. This information will be made available to proposers if it is approved by the Library and the County prior to the final clarification date for the RFP.

Q5: (a) Can the Specialty Consultant for the FF&E also be on A/E teams? (b) If the RFPs are released simultaneously, can FF&E firms respond on both, A/E teams and for the specialty consultant role? (c) If a specialty consultant responds to both the

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A/E RFPs and the specialty consultants RFP, if they are selected for the specialty consultant role, how will the A/E team's RFP be dealt with?

A5: Reference Section 2.25, Prohibition of Future Contracts; (a) A Specialty (program-wide) Consultant (such as the FF&E, Technology or Wayfinding) cannot be on an A/E team, this situation would be a conflict of interest. (b) No, a Prime Proposer on a Specialty Consultant RFP should not be included as part of a proposed AE team. (c) The Proposal of a Specialty Consultant (as prime) that is found to be included as a consultant on an AE Proposal for this program will be disqualified.

Q6: Is it anticipated that there will be any reuse of existing furniture and who will be responsible for assessing and "inventorying" the existing pieces?

A6: No, furniture reuse will not be included in the AE or FF&E Consultant Scope of Work.

Q7: Will the signage [Wayfinding] Specialty Consultant be responsible for designing and specifying the ADA/code required signage that the A/E team is responsible for as required by the building code?

A7: Referenced Wayfinding RFP Section 3.3, Scope of Work, defines that Wayfinding Consultant will design and specify all signage, including code required/ADA signage. The A/E team will coordinate signage locations and requirements with the Wayfinding Consultant.

Q8: Fulton County right now has an RFP for Surveillance and Card Access as you probably know. Those access points go to a command post. And, it is to gain consistency with all the Fulton County Buildings. Our question- Would it not be a good idea to use as much of this system as possible to help with the cost as well as the overall vision of Fulton County?

A8: It would be a good idea to use similar access points and command post for card access. This idea will be considered as part of the Technology Consultant's work.

Q9: Is the Library planning for Teleconference?

A9: Yes, The extent of Teleconferencing will be determined during design as part of the Technology Consultant's work.

Q10: Can we engage the NPU (Neighborhood Planning Unit) or other organizations?

A10: Yes, if such contact does not conflict with "No Contact" policy in Section 2.3 of the RFP.

Q11: What is the relationship between the AE and CM and how will you deal with conflict?

A11: Reference Section 3.3 Scope of Work, Phase 5 – Construction Administration, and Section 8, Form of Contract; the relationship will be close and they will have to work together as a healthy check and balance, (both) in the interest of the project.

Q12: What will be the form of Contract?

A12: The Standard Fulton County Form of Contract will be used. The Form of Contract is attached and released as part of the RFP as Section 8.

Q13: How can cost be given with no site information?

A13: Sites are not selected, however, basic assumptions related to the size, slope, utilities, and scope are attached and released as part of the RFP as Appendix 3.

Q14: Can you describe commissioning and LEED scope?

A14: Reference Section 1.4, County Objectives (page 1-4), Section 3.3 Scope of Work, General Item #7 (page 3-4) and Phase 1 (page 3-7), and The LEED Implementation Plan – Appendix 2; the scope of LEED service is described specifically.

Reference Section 2.2, Definitions and Section 3.3, Scope of Work (beginning with list of consultants on page (3-5) and included in each phase; the scope of the Commissioning is described specifically.

Q15: How do we know what to submit, what quantities of what parts?

A15: Reference Section 2, Instructions to Proposers, Section 3.1.2, Number of Copies, and Exhibit 1, Required Proposal Submittal Checklist; the Instructions for what to submit, including format and quantities are provided.

Q16: Can proposers talk to library staff during the “no contact” period?

A16: Reference Section 2.3, No Contact during Procurement Process, A, B, & C; No verbal or written communication regarding the project with “elected officials, employees, or designated representatives”.

Q17: Will there be one CM @ Risk or several?

A17: The intention is for several different CMs to be selected, but that will be determined by the selection process.

Q18: If we are attending the ALA conference, do we have to avoid AFPL staff?

A18: Reference Section 2.3, No Contact during Procurement Process; No, you do not have to avoid AFPL staff; you just cannot discuss the RFP or Program with the staff.

Q19: Is an extension of the due date possible?

A19: Reference Section 1.8 Proposal Due Date, last sentence. Every effort will be made to avoid an extension.

Q20: Section 3.1.2: Technical Proposal: just to confirm that one original hardcopy and 5 digital copies each on a separate CD is what is required?

A20: Reference Section 3.1.2, Technical Proposal; to confirm one hardcopy and five (5) CDs, each CD containing a pdf of the hardcopy Technical Proposal submission.

Q21: Section 3.4: Section 2 Project Plan: All sections (work plan, M/FBE inclusion, approach/unique challenges, etc.) each have their own page limit. When added up we get six pages total. We would like to request that we divvy up the content within it how we see fit as long as the whole project plan fits within six pages.

A21: Page limits were provided specifically for each portion of the Project Plan and should be followed specifically by proposers.

Q22: Section 3.4: Section 2 - Project Plan: Can pages be double-sided? For example, if there is a six-page limit in the Project Plan, can we use both sides, making it 12 sides?

A22: No, six sheets of paper printed double sided is twelve pages.

Q23: Section 3.4: Section 3 – Project Team Qualifications: Do you want to see resumes for each key member of the consultant team (MEP, Structural, etc.)?

A23: Yes, resumes from each key member from the consultants that are part of the team should be included in the proposal.

Q24: Section 3.4: Section 4 – Relevant Project Experience: In light of today's challenging economy, we would like to request that the three (3) similar projects shown be designed or developed within the last ten (10) years instead of Five (5).

A24: Design techniques and public libraries have changed significantly in the past 5 years. This RFP presumes work done in the past 5 years to be significantly more relevant than work done 10 years ago.

Q25: Section 3.4: Section 9 – Cost: In the RFP this appears as if it is part of the Technical Proposal but our understanding is that it is in a separate proposal and is described in Section 3.5. Please Clarify.

A25: Instructions are provide in the RFP regarding the submission of proposal cost information. Refer to Section 2.28 - GENERAL REQUIREMENTS, #3 and Section 3.5 mentioned in the question and Exhibit 1.

Q26: LEED Implementation Plan Section V.I. (Page 9 of 12): Based on the first sentence, does this mean that the LEED Commissioning Agent will be provided by Fulton County and the Building Commissioning Agent will be provided under our contract.

A26: No, The LEED Implementation Plan was drafted as a standard for the Library Program prior to the County's decision to include Building Commissioning in the Architect's scope. The RFP states specifically in Section 2 – Definitions, and in Section 3.3 – Scope of Work, that the Building Commissioning Agent is included in the Architect's scope. Fulton County does not intend to hire an additional separate building commissioning agent. The LEED implementation plan clearly defines, also, that the Architect will provide a LEED accredited professional that will negotiate with USGBC to acquire LEED Certification.

Q27: Library Site Information Point #1: Can there be more specifics on the site information for each branch? For civil engineer 3 to 7 acres is too wide a range to submit a fee.

A27: Reference Appendix 3; the acreage of site between 3 and 7 acres will not significantly affect the civil engineers fee. The basis for a civil engineering fee is discernable from Section 3.3-Scope of Work and the Engineer's experience working on similar projects in this area.

Q28: What do we do if an audited financial statement is not available?

A28: You may submit what you have however, in order to receive the points you must submit the documentation listed in Section 5 – Proposer financial Information of the RFP.

Q29: Section 3.4, Section 2 Project plan: Can you elaborate on the requirements for paragraph E?

A29: Paragraph E requests a description of “Project Deliverables”, in other words, the documents that will be the product or instruments of the design. Project deliverables would include drawings, specifications, models, animations, etc... The description requested would explain the significance of the various “project deliverables” to the Project Plan.

Q30: Reference article 2.8 Disqualifications of Proposer on page 2-5 of RFP # 11RFP07188K-JD. As a library design consultant can we consult for multiple teams? If we entered into a joint venture agreement with one of those teams, would that preclude us from also consulting for another team?

A30: The referenced article 2.8 Disqualification of Proposer relates to the appearance of one firm being proposed as the prime contractor on competing proposals. A design consultant may appear as a prime contractor on one proposal and as a sub-consultant on another, competing proposal and not be subject to disqualification.

Q31: Could you provide information on any project schedule objectives? Is there a target date when the libraries would come online to serve the community?

A31: Late 2013 libraries are intended to be opened to serve the community.

Q32: On page 3-9, 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 analysis of our system. Would this be an acceptable approach?

A32: 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 system, replacement cost and salvage value must be considered in the LCCA, also.

Q33: 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 team's fee. Please confirm that the design team is to prepare the OPR.

A33: Refer to Section 1.3, Background, that states Building Program will be issued to the Architect. The designer will not create the Owner's Project Requirements.

Q34: Does the order of the items in the Proposal have to follow the order of the check list?

A34: Reference Section 3.1.2, Number of Copies and Section 3.2, Overview of Proposal Requirements (first paragraph); portions of the proposal will be submitted in separate envelopes that will be reviewed separately. The order of the items in the proposal must be in the order requested in the RFP. Reference Section 3.4 for additional detail.

Q35: Exhibit A through G behind the Sample Contract are not the same as Exhibit A through G in Section 6. Confirm Section 6 is submitted and Sample Contract Exhibits are not.

A35: Exhibits A through G behind the Sample Contract will be the exhibits for the awarded Contractual Agreement. Exhibits A through G in Section 6, Contract compliance Requirements are used in response to the RFP.

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Q36: In Section 2 – Project Plan, paragraph 3 describes what is expected. Is this a separate document from what is described in and limited in page numbers in subparagraphs A, B, C, D, & E or is that information to be contained in those 1 and 2 page documents?

A36: First paragraph in Section 2 is general instruction, letters A, B, C, D & E are specific requests for information to include in the proposal with page limits.

Q37: Is the Financial Information listed as Item #6 on the Check List, the same as the financial information described in Section 5 of the Technical Proposal Format and Content? Is this information supposed to appear in both the Technical Proposal AND in a separate envelope?

A37: Reference 3.1.2 Number of Copies. One set of Financial Information, one (1) original with the Technical Proposal marked “Original” and one (1) copy in a separate sealed envelope.

Q38: Is there an order to the proposal which must be followed to avoid disqualification?

A38: Refer to Section 3.2, Overview of Proposal Requirements for instruction regarding order of the proposal and rejection of proposal.

Q39: Page 3-13; The scope of services for Electrical references “emergency generator, transfer switch, UPS system”. Will a generator be required in each Library?

A39: Reference portion of RFP indicates an emergency generator that may be included in the library design.

Q40: 1. Page 3-19; The scope of services for Fire Protection references location of fire sprinkler system components including pipe routing. The final routing of piping

will be determined based on the fire protection shop drawings. Page 3-3 calls for BIM modeling of fire protection. This will not be possible until the construction phase and would best be done by the subcontractor. How should we respond to this requirement?

A40: Referenced Fire Protection system design prior to construction that can and frequently is done prior to construction. At a minimum, location of pump specification and details, location of main fire protection lines, inspection stations, and drain locations and general sprinkler head locations. Line sizing for feeders lines may be deferred to construction.

Q41: Cost reimbursement for out of town travel; reimbursement will be considered....will need approval prior to?

A41: Referencing Cost proposal form (page 3-32) Out of town travel needs to be approved by the County prior to arrangement of the trip, to be reimbursable.

Q42: Should separate cost proposals be done if you bid on more than one project?

A42: Yes, Refer to Section 3.1.2, Number of Copies, and Exhibit 1 Required Submittals Checklist for quantities, it states to submit a Cost Proposal for each project bid.

Q43: Section 3.4 *Project*-[meant Relevant] Experience, please clarify. 1 project per page....it is written correctly in the document?

A43: Yes, the referenced section requirement is written correctly.

Q44: Will sites be "Green" or will demolition be required (by the Architects?)

A44: Demolition is not included in the Scope of Work in this RFP.

Q45: Will Civil Engineers be part of the plan procured?

A45: Reference Section 3.3 Scope of Work for details regarding involvement of Civil Engineers in Scope of Work.

Q46: Will you provide a project schedule for each library? That hasn't been made public yet....1st 5 complete by 2013, that's just construction.

A46: A new project schedule will not be provided. Refer to Section 3.3. Scope of Work, for durations of some design activities. Completion of construction has been publicized as late 2013.

Q47: Will the Architects be required to maintain Record Drawings or will the Construction Manager (page 3-24)? What is the difference between Record and As-Built Drawings?

A47: Architects will be required to submit Record Drawings as noted in the reference page of the RFP. Record Drawings are defined as the Construction Documents updated with all changes and clarifications issued by the Architect to the Contractor during construction. The Construction Manager (not the architect) will be responsible to produce and submit As-Built Drawings to the Owner for completion; that indicate specifically how it was built.

Q48: What is public review for libraries? Please describe; there will be a presentation to the public....All projects will have the same The Library Board of Trustees will be involved...the county is not exempt....permits are needed

A48: Refer to Section 1.3, Background, second paragraph; There will be a public meeting at the end of schematic design that the architect is expected to prepare for, and attend. Public comments will be processed in a coordinated effort by the Architect, Library and County. The process will be the same for all library projects.

Q49: The scope of work does indicate that commissioning services need to include document reviews, which would be the largest portion of the LEED Enhanced Commissioning scope. But, as we discussed in the Pre-Conference, please confirm that project teams should only submit fees for LEED Fundamental Commissioning and not LEED Enhanced Commissioning.

A49: Confirmed, the Scope of Work and the LEED Implementation Plan does not specifically include “enhanced commissioning”, only anticipates fundamental commissioning.

Q50: We understand from Heery/Russell's LEED plan in the RFP that the design team will need to carry some amount of LEED consulting capability on the design team, and we just wanted to get some guidance so we know exactly how much LEED technical support we might need to provide to our team and how much will be provided by the Program Manager and Fulton County's team. Please confirm that the Program Manager will only be providing administrative assistance with the LEED submittals for each project. Please also confirm that Fulton County's LEED support staff will be providing limited credit-by-credit technical assistance as well as some documentation reviews prior to submittal to the GBCI at each phase. Please also confirm that each design team should have a LEED AP and technical expertise on their team for documenting and reviewing all LEED credits for quality control as well as for tracking credit progress.

A50: Reference Section 1.4, County Objectives (page 1-4) and Section 3.3 Scope of Work, General Item #7 (page 3-4) and Phase 1 (page 3-7), and The LEED Implementation Plan – Appendix 2; the Architect’s scope of LEED service is described specifically.

Q51: Please confirm that all design teams must provide energy modeling capabilities for the LEED certification efforts for these projects.

A51: Exhibit 2 LEED Implementation Plan, Item H described requirements for “energy modeling” as part of these projects.

Q52: Please confirm that all design teams are required to pay both LEED registration fees to the USGBC and LEED review fees to the GBCI for the project.

A52: Refer to Exhibit 2 LEED Implementation Plan, IV - LEED Requirements and Goals for confirmation that Architect is responsible for payment of Certification fees to GBCI.

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Q53: Please also confirm that all design teams will be required to track enough points to reach the Gold certification threshold for each project to ensure that a minimum certification level of Silver is met at each library.

A53: Exhibit 2 LEED Implementation Plan, Summary (Bullet Point #1) that states the intention to document enough points for Gold Certification to ensure achievement of Silver.

Q54: SECTION 5: Proposer Financial Information - Shall we separate it or can it be bound with the Technical Proposal?

A54: Reference 3.1.2 Number of Copies. One set of Financial Information, one (1) original with the Technical Proposal marked "Original" and one (1) copy in a separate sealed envelope.

Q55: Is there a specific location for Wolf Creek branch? Is it in unincorporated Fulton County? Is there a more specific neighborhood that it is being planned for?

A55: No more specific information can be provided about the location of the Wolf Creek Branch at this time. See Appendix 3 for site related information.

Q56: Which 3 locations will the Northwest branch be replacing?

A56: The new Northwest Atlanta Branch Library will replace Bowen/Bankhead (now combine into one) and the Perry Homes Branch.

Q57: Is there a specific location for the Alpharetta branch?

A57: No more specific information can be provided about the location of the new Alpharetta Branch at this time. See Appendix 3 for site related information.

Q58: Will topographical surveys be provided by the County or Library System at the start of the design process, or will the A&E be responsible for these services?

A58: Survey will be contracted by the County at the beginning of design with the advisement of the Architect.

Q59: Page 3-25: The paragraph describing Post Completion Inspections states that there will be two inspections following Substantial Completion. It states that the first inspection will be twelve (12) months from date of Substantial Completion, and that the second inspection will be ten (10) months from Substantial Completion. Is the second inspection actually intended to be ten (10) months after the first inspection rather than Substantial Completion?

A59: On page 3-25 the first of the two inspections listed is a “seasonal” inspection that would occur at the first change of seasons after completion, and the second would be 10 month following Substantial Completion.

Q60: Page 4-1: The Evaluation Criteria table has the word “Required” beside some categories, but not others. Please clarify why some categories have this and not others. For example is it a requirement that proposers have an office in Fulton County, or would an out-of-county firm merely lose 10 points but not be disqualified?

A60: The word “Required” should be removed. 10 points will be given if a firm qualifies for local preference, reference Section 7 – Local Preference. A firm will not be disqualified if not located in Fulton County.

Q61: Is a completed Exhibit G required to be included in the submittal?

A61: No, Section 6.4 in the RFP says Exhibit G must be completed if selected.

Q62: Our tax returns are prepared by our CPA on a cash basis. Would you accept cash basis financial statements?

A62: We will accept and use what is provided; however you will lose points for not submitting the required documents and an acceptable audit opinion.

Q63: Are Equal Business Opportunity Plan and Evidence of Insurability considered part of Item #10 and subject to being in a separate envelope.

A63: Reference Exhibit 1, The Submittal Requirements Checklist; confirms that the two items are part of #10.

Q64: Is proposal (Item #1) itself considered to be all of the submittal requirements (from #2 to #10)?

A64: Reference Exhibit 1, The Required Submittal Checklist; Yes.

Q65: How do we expect to get Addendums?

A65: Addendums will be posted to the county website (Fulton County bid board). Reference Section 2.4 Clarification & Addenda.

Q66: Under 5.2 PROPOSAL FORMS, there is a Form EE which is described as the “Declaration of Employee – Number Categories”, however there is not a form in the RFP labeled with this name. Instead there are Forms E and F both related to Georgia Security and Immigration Contractor (and Subcontractor) Affidavits. Is there a “Declaration of Employee – Number Categories” form?

A66: No there is not a Declaration of Employee Form and there is no Form EE within the RFP.

Q67: The Technical Proposal described in Section 3.4 has nine (9) sections and is shown on the checklist as item #4, however, item #8 in the checklist appears to list same subjects, except Cost which seems to have no place or order in the checklist. Some of the Sections under 3.4 have different names from those shown on the check list. For example Section 2 under 3.4 is labeled "Project Plan", however the checklist refers to "Project information and Selection Form" which is Appendix 1 The description under Section 2 Project Plan is very different from the "Project Information and Selection Form". Do we go by what is required in Section 3.4 or what is listed in the Submittal Checklist, Exhibit 1?

A67: Reference the "Revised" Required Submittal Checklist attached at the end of this addendum.

Q68: Check list Item #8 states that purchasing items below should match information request in the Technical Proposal Format and Content of Section 3 in this RFP...It appears this is all a repeat of what is required in Item #4 Technical Proposal.

A68: Reference the "Revised" Required Submittal Checklist, Exhibit 1 attached at the end of this addendum.

Q69: Is the Equal Business Opportunity Plan (EBO) something that must be created or is it just Form 1 and Form 2 of Exhibit H? Check List only shows Forms 1 and 2, however there is a Form 3 in the RFP. Is this also to be submitted?

A69: Yes, the EBO Plan is a separate document and Forms 1 & 2 are a part of Exhibit H.

Q70: Section 3-2, under 3.1.2, it describes how to submit for each library...Cost Proposal states, "One Cost Proposal fire each library project bid, one original and one copy in sealed envelope" Why doesn't if say Two Cost Proposals" since the statement proceeds the two copies? Where does the original go? Is it inserted into the Technical Proposal as stated in Contract Compliance Exhibits and the Financial Information? Also, for each project bid is only listed in the sentence describing the Cost Proposal. Isn't this also true of the Technical Proposal, the Contract Compliance Exhibits and the financial information?

A70: Referenced Section 3.1.2; only one proposal and a copy of the same (one) proposal is requested for each project.

EACH TECHNICAL PROPOSAL, EACH COST PROPOSAL, AND ONE SET OF CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY

Q71: CONTRACT COMPLIANCE FORMS

a. Shall we separate it or can it be bound with the Technical Proposal?

Reference 3.1.2 Number of Copies. One set of Contract Compliance Exhibits, one (1) original with the Technical Proposal marked "Original" and one (1) copy in a separate sealed envelope.

b. If we apply for two libraries, I know we have to include the Contract Compliance forms with the respective proposal. However, for the copies: do you require two copies of the Contract Compliance Forms (one for each library), or can one copy represent both projects for which we apply?

A71: Yes, One (1) original and one (1) copy per project.

Q72: Should the Purchasing Forms (Forms A-H) be under a separate tab of the Technical Proposal?

A72: Yes, the Purchasing Forms should be under a separate tab, Section 5 of the Technical Proposal.

Q73: Will there be any points deducted for utilizing minority and/or female owned businesses that are not registered with Fulton County?

A73: Points will not be deducted.

Q74: The two columns of the Cost Proposal Summary (Fee) Sheet (page 3-32) are confusing. Can you clarify the text listed at the head of these two columns?

A74: The reference columns attempt to document that all the disciplines listed on the left-most column are accounted for in the fee. If there is not a fee listed in the right-most column then the middle column must be used to explain where the that discipline is accounted for. For example if "LEED Certification" is being done by the "Architect", then there would not be a fee listed in the LEED Certification row's right-most column would have no fee, but the middle column would say "Architect".

Q75: We are planning to propose that two architectural firms collaborate in the design of the project based upon experience and expertise. The Prime Architect would provide construction drawings, provide construction administration, stamp and be the Architect of Record, provide code search, be the local contact, attend all meetings, etc. The other architectural firm would provide Schematic Design and some design development providing more experience with libraries. We do not intend to create a business relationship such as a joint venture or partnership as described on 3-28, Section 5. Will this scenario be allowable if we label one firm the Prime Architect and the other firm Library Design Consultant (listing them in the "Other" category)?

A75: This RFP does not prohibit the suggested scenario if the other firm is clearly identified as a “Library Design Consultant”.

Q76: Q1: a) Will the A&E team be responsible for selecting the geotechnical consultants for the various library sites?
b) How will the geotechnical Services be handled? Will they be part of the A/E contract or will they be procured separately?

A76: It is the County’s intent to provide site specific geotechnical borings, soil testing, analysis, and reports under a separate RFP. These services should not be included in the A/E cost proposal.

Q77: The proposed Construction Budget is currently set at \$7,063,152.00. Does this value include all fixed equipment and FF&E that the design professionals will be designing, specifying and administering under the scope of service? In reviewing the budgeted items from public records it appears that these items may not be included in this stated cost. What are the current budgets for these items?

A77: The construction budget for each location includes all Furniture, Fixtures and Equipment.

Q78: Pg. 3-5 #4: County Web-based Project Management System. Approximately how much time does it take to train on the program?

A78: This has not been determined.

Q79: We understand the Library Facilities Program to consist of two phases- Phase 1(a) Five New Branch Libraries and Phase 1(b) to be additional new libraries as well as two major renovations/additions (with an RFP for Phase 1(b) to be released at a later date.) We also understand Phase II to encompass renovation and expansion to 23 existing branch libraries and either a new Central Library or a major renovation and expansion to the existing Central Library. Is this correct?

A79: The phasing of the overall program is defined in Section 1.3, Background of the A/E RFP No. 11RFP07188K-JD.

Q80: As a Prime A/E Consultant, if our firm were selected to design one of the five new branch libraries, would that preclude our firm from submitting for Phase II work?

A80: Phase 1 and Phase II are defined in Section 1.3, Background of the A/E RFP No. 11RFP07188K-JD. A Prime A/E which is selected for a project under any Phase 1 A/E RFP(group 1, 2, or 3) is eligible to propose as a Prime A/E for Phase II work.

Q81: Our proposed interiors/programming subconsultant is interested in submitting for the Furniture, Fixtures & Equipment (FF&E) Consultant Services for 8 New Libraries

**11RFP07188K-DJ, Architectural & Engineering Services for Five (5) New Branch Libraries
Addendum No. 2**

& 2 Library Renovations/Expansions (RFP#11RFP78732K-NH). Will this be considered a conflict of interest or collusion as noted in Section 2-15, Item 20 of RFP #11RFP07188K-DJ?

A81: Reference Section 2.25, Prohibition of Future Contracts; The County will consider it a conflict of interest for one firm to be the Prime FF&E Consultant for the program and a subconsultant for any project that is part of the program.

Q82: Evidence of Insurability – Evidence of insurability satisfactory to Fulton County shall include any of the following:

- **A82: A letter from an insurance carriers representative stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the insurance requirements outlined in the RFP**
- **A Certificate of Insurance complying with the insurance requirements outlined in the RFP**

Q83: It appears that somehow this paragraph had a portion of a deleted “watercraft” section accidentally left in the document. The paragraph should read as follows:

A83: Valuable Papers: The architect will purchase valuable papers and records coverage, to include electronic versions, for plans, specifications, drawings, reports, maps, books, blueprints, and other printed documents in an amount sufficient to cover the cost of recreating or reconstructing valuable papers or records related to this project. Coverage shall include electronic versions.

Q84: Replenishment of Limits:

A84: Respondents may satisfy this requirement by providing either

- **Limits of \$5,000,000 each claim and annual aggregate or**
- **Providing required limits on a per project basis**

Q85: The document I provided called for 36 months from substantial completion. I am not sure where the 7 years came from. To clarify, the wording in Section 7 11.3 should be DELETED and replaced as follows:

A85: “If the Professional Liability requirement is satisfied via a project specific policy, then the policy term must be for the length of the contract plus provide a 36 month extended reporting period. If the Professional Liability requirement is satisfied via an Architect’s practice policy, then coverage must be maintained the

duration of the contract plus an additional 36 months past substantial completion of the construction phase.”

Q86: Regarding insurance coverage, Smith Dalia Architects meets all the minimums in the RFP except that for Section 7.5, 2.5, Workers Compensation. Our current coverage is \$100,000 bodily injury for each accident; \$500,000 bodily injury by disease for each employee; and \$100,000 bodily injury disease aggregate. This meets the State of Georgia's Standard Requirements for our industry.

Is that acceptable for this RFP?

**A86: The following limits are acceptable for the A & E solicitation.
Please amend the Workers Compensation Section 7.5. 2.5 as follows:**

Workers' Compensation / Employers Liability Insurance – STATUTORY (In compliance with the Georgia Workers' Compensation Act)

**Employers Liability - By Accident Each Accident \$100,000
Employers Liability - By Disease Policy Limit \$500,000
Employers Liability – By Disease Each Employee \$100,000**

“REVISED” EXHIBIT 1

Required Proposal Submittal Check List for Request to Proposal (RFP)

The following submittals shall be completed and submitted with each proposal (see table below “Required Proposal Submittal Check List.”). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original proposal and five (5) CD’s as required in Section 3.1.2 of the RFP.

| Item # | “REVISED” Required Proposal Submittal Check List | Check (√) |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1 | One (1) Proposal marked “ Original ”, five (5) CD’s | |
| 2 | *Form E: Georgia Security and Immigration Contractor Affidavit(s) and Agreements <i>Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit</i> | |
| 3 | *Form F: Georgia Security and Immigration Subcontractor Affidavit (s) | |
| 4 | Technical Proposal for each Library | |
| 5 | Cost Proposal for each Library Project Selected in (Cost Summary forms Hourly & Fee, Section 3) (submitted in a separate sealed envelope) | |
| 6 | Financial Information (submitted in a separate sealed envelope) | |
| 7 | Acknowledgement of each Addendum | |
| 8 | <i>PURCHASING Items below should match information requested in the Technical Proposal Format and Content of Section 3 of the RFP</i> Executive Summary Project Plan Project Team Qualifications/Qualifications of Key Personnel Relevant Project Experience Proposer Financial Information Availability of Key Personnel Local Preference Disclosure Form and Questionnaire Cost Proposal (See item 5) | |
| 9 | Purchasing Forms Form A: Certificate Regarding Debarment | |

“REVISED” EXHIBIT 1

Required Proposal Submittal Check List for Request to Proposal (RFP)

| | | |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <p>Form B: Non-Collusion Affidavit of Bidder/Offer or</p> <p>Form C: Certificate of Acceptance of Request Proposal requirements</p> <p>Form D: Disclosure Form & Questionnaire</p> <p>Form G: Professional License</p> <p>Form H: Local Preference Affidavit of Bidder/Offeror</p> | |
| 10 | <p>Office of Contract Compliance Requirements (separate envelope)</p> <p>Exhibit A: Promise of Non-Discrimination</p> <p>Exhibit B: Employment Record</p> <p>Exhibit C: Schedule of Intended Subcontractor Utilization</p> <p>Exhibit D: Letter of Intent to Perform as Subcontractor</p> <p>Exhibit E: Declaration Regarding Subcontractor Practices</p> <p>Exhibit F: Joint Venture Disclosure Affidavit</p> <p>Exhibit G: Prime Contractor/Subcontractor Utilization Report</p> <p>Equal Business Opportunity Plan (EBO Plan)</p> <p>Exhibit H – First Source Jobs Program Information Form 1</p> <p>Exhibit H – First Source Jobs Program Agreement Form 2</p> | |
| | <p>Evidence of Insurability, proposer must submit one (1) of the following:</p> <p>Letter from insurance carrier</p> <p>Certificate of Insurance</p> <p>An umbrella policy in excess of required limits for this project</p> | |
| | | |
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| | | |

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

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. 2, _____ day of _____, 2011.

Legal Name of Proposer

Signature of Authorized Representative

Title