



Fulton County, GA

Department of Purchasing & Contract Compliance

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

August 2, 2011

Re: **#11RFP78810K-JD - Technology Design Services for Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions**

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **#11RFP78810K-JD – Technology Design Services for Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions** for Fulton County.

Except as provided herein, all terms and conditions in the **#11RFP78810K-JD – Technology Design Services for Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions** 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



**#11RFP78810K-JD-Technology Design Services for Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions
Addendum No. 1**

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

ITEM 1. Section 2, Instructions to Proposers the following has been added to this section:

2.29 SUBSTITUTION OF APPROVED KEY TEAM MEMBERS:

- 1.1 The County will select the Technology Consultant to perform the services contemplated under this solicitation based, in part, on the past successful experience and expertise of the Technology Consultant and its proposed team members. Accordingly, the Technology Consultant shall not, absent good cause, replace or remove the team members presented to the County during the solicitation process, or the County approved key team members during the terms of the Contract, without the prior written approval of the County. If any key member of the County approved Technology Consultant team shall retire, resign, or otherwise cease employment with the Technology Consultant, then the Technology Consultant shall promptly appoint a replacement team member who shall be subject to prior approval by the County. County reserves the right to reject any replacement team member.
- 1.2 If the County, in its sole discretion, determines that any key team member is performing their responsibilities under the Contract in an unsatisfactory manner or if irreconcilable differences or an unworkable relationship shall arise, the Technology Consultant shall, within five (5) days after receipt of written notice from the County of such circumstance, replace such key team member with a successor acceptable to the County; provided, however, the County represents that it will not give such notice to Technology Consultant unless and until the County, in its sole determination, has exercised reasonable efforts to rectify to its satisfaction, the adverse circumstances regarding the key team member. Any changes in the staffing of the Technology Consultant will require written notification to the County and the County's written approval of the replacement team member.

ITEM 2. Section 3, Proposal Requirements, 3.4 Technical Proposal Format and Content, Section 3, Project Team Qualifications/Qualifications of Key Personnel, item 2 has been revised as follows:

2. All proposed key personnel must have at least a minimum of three (3) years work experience in Technology Design services.

ITEM 3. Appendix 6 - See attached copy of **Appendix 6, Atlanta-Fulton Public Library Building Program – Phase 1 Design & Construction Project Grouping** for schedule information for each project involved in Phase 1 of the Program.

Response to Questions:

1. Will all the Phase deliverables have to be approved before moving on to the next phase of the project?

Yes. The work required in each of the phases builds upon the information and/or deliverables of the previous phase.

2. How will change orders be submitted and implemented?

We do not anticipate any change orders, however, if there are change orders they will be processed according to the established operating procedures.

3. I noticed the RFP called for an IT company to handle not only the software development/security (which we can prime or sub for) but the physical technology/security of the building. In reality, there is no one company that handles all of this (check around for yourself). Can we apply to prime for just the software development/security?

No. It is the proposer's responsibility to provide all services described in the RFP. Proposers are free to team with other proposers to provide these services, and this is anticipated.

4. What is the \$ amount that we need to be insured up to, in order to be considered as a Prime for the Library project?

All required insurance requirements are in Section 7, Insurance and Risk Management Provisions for the project.

Also, when will you figure out if we can bid as a Prime just for the software portion of the project?

See Question 3 for response.

5. I needed some clarification on the "formulation, coordination, & installation schedule for equipment and services for the management of library operations, including the current ILS, specialty software & hardware that shall deliver video, audio & interactive game applications."

Below that statement there is a list of video conferencing, auditorium, meeting & conference room, etc. requirements. The other screen shows where the RFP mentions self-check & library inventory system, AMHS, RFID, Smart Card Systems, Integrated Library Systems, & Children's/Teen Services specialty software/hardware. It also says "Develop strategies to implement state of the art library information technology, telecommunications, AV Systems, Security, and Library Centric Equipment"

Please provide more details on all of this, so we can accurately bid on these items. Is there any data we can use from your plans or other libraries, for how big the libraries will be, how many of these units need to be installed, individual requirements for these deliverables (such as "telecommunications/AV systems/Library Centric Equipment), & further explanation on "children's/teen services specialty software/hardware.

I'm not sure how to propose strategy & pricing without this additional info that I'm seeking.

The sizes of the libraries are given in Section 1.2 of the RFP. Fulton County's existing libraries do not contain all of the latest state-of-the-art equipment described in the RFP that will be specified by the awarded proposer. The locations and quantities will be finalized with the Technology Consultant's assistance as part of his/her services. However, the RFP requests the cost of the proposers "Design Services", and not "bidding" any of the Technology equipment.

6. When comparing the Required Proposal Submittal Check List (on Page 9.2) with the forms provided, we could not find the Certificate Regarding Debarment (Form A), Non-Collusion Affidavit of Bidder/Offer (Form B), Certificate of Acceptance of Proposal Requirements (Form C), Disclosure Form & Questionnaire (Form D) or the Local Preference Affidavit of Bidder / Offeror (Form H). Where could we find these forms?

All required Purchasing Forms are in Section 5, Proposal Forms for the project.

7. Section 2.28: General Requirements: Item #15: The successful Offeror must assume for responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Question: What is the desired Warranty period?

The Technology Consultant will recommend the warranty periods for goods, materials, or equipment based on his experience and knowledge of the industry.

8. Section 3.3 SCOPE OF WORK – TECHNOLOGY DESIGN SERVICES: Bullet #2: Develop strategies to implement state of the art library centric environment ensuring that all equipment and applications installed will be supported by the product manufacturer for a minimum of five years. Are you looking for a written guarantee from the manufacturer or a statement from the Technology Consultant indicating best practices based on past performance?

The Technology Consultant is expected to specify products that can be "supported by the product manufacturer for a minimum of five years".

9. Section 3.3 Scope of Work—Bullet #3: The technology consultant must conduct an analysis of the existing technology network design and provide recommendations to DoIT and Library Administration for evaluation anticipating future growth for the library's network plans. Question: Is this specifically for the two renovation projects or is there a library that is to be demolished and reconstructed?

The Technology Consultant must analyze the technology network currently in use by the Atlanta-Fulton County's Library as a whole, as it relates to the ten libraries that will be built new or renovated in Phase 1. The Consultant must provide recommendations for future growth of all the library projects in this program based on the County's existing technology network, and understanding of Library Operations and the influence of future technology developments.

10. Section 3.3 Paragraph #2: The County reserves the right to designate the phasing of segregated portions of the Work and to modify the Technology Design Plan. The Technology Design Plan shall also include accommodations for Technology Data Recovery and a Technology Crisis Management Plan as an important component of the County's preparedness strategy for technology organizational resilience management. Please clarify the intent of the word "accommodations." Is the Consultant required to provide a Technology Data Recovery and Technology Crisis Management Plan under this RFP?

The term "accommodations" should read "The technology deployed in the Technology Design Plan must comply with the County's Disaster Recovery Plan. The Technology Consultant must work with DoIT in regard to network design to ensure that all relevant applications are compliant with the Library operating procedures.

11. Section 3.3: Security Technology Design Services: The Technology Consultant will study the project sites for the new libraries and library additions included in this proposal to gain an understanding of the neighborhood environments. From a security standpoint based on this understanding of the project site, a review of each Library Building Program and meetings with the library staff, the Technology Consultant will conduct a needs analysis.
Are the eight (8) "New" Construction projects to be erected at a new site; or is there an existing building that is scheduled to be demolished at either?

Eight (8) new library projects will be on a new site.

If this is a new facility/site, what is the proposal for the Technology Consultant to meet with the staff?

The Technology Consultant will be required to meet with Library staff and local law enforcement officials to conduct his needs analysis.

12. Section 3.3: The County DoIT will purchase and install the following equipment that is included in the Technology Design Consultant's plans for each of the libraries: Please clarify whether or not the DoIT will provide ALL of the equipment on the list or just the STANDARDS or COORDINATION for the following:

The County DoIT will purchase and install (all) the equipment noted, however, it is the Technology Consultant's responsibility to use existing and/or produce new STANDARDS and to COORDINATE the process as follows:

Wireless System throughout (coordination with end-user group): Is there an infrastructure requirement that must be identified on the drawings?

Infrastructure for Wireless System will be coordinated with DoIT and the Library and will be shown on Technology Consultant's drawings. AT&T managed solutions is the intended to extend to new libraries.

Telephone Systems (fax & VoIP Standards)

Standards for telephone systems will be developed by the Technology Consultant in coordination with County DoIT and the Library. Cisco VoIP is anticipated.

Public Address System/coordination between Departments. Public Address System coordination and installation based on County standards, once they are defined and outlined: Is DoIT selecting the vendor and providing the system or are you simply coordinating the functionality among different departments.

Standards and the extent of Public Address System will be developed by the Technology Consultant based on coordination with the County Department of General Services and the Library.

Components necessary to achieve desired operational network: Based on the County's System-wide Security Solicitation, you have selected Cisco as the platform. Does this statement indicate that the DoIT will provide the hardware, i.e. servers, Control Panels, Surveillance cameras, etc. required for the new libraries?

This statement does not indicate who will provide the indicated security devices. The Technology Consultant will develop the library standards for security based on existing County standards and coordination with the Library.

The County's Security vendor will purchase and install all security equipment. The County's building security system standards (including access control and CCTV) shall be integrated into the technology plan. Is the County's vendor responsible for insuring integration?

The Technology Consultant must coordinate with the Architects and Construction Managers regarding the integration of Access Control and CCTV.

13. Phase VI: Be available for troubleshooting for a period after completion of project. Please identify the approximately number of hours for the entire project or break-out according to each individual system.

"Trouble-shooting" is clearly stated as a "Construction Phase Deliverable" in Phase VI. The proposer must estimate his hours during this phase, as with any phase of his work for this proposal. Construction Completion Dates are referenced in ITEM 3, Appendix 6.

14. What is the proposed duration for each project?

Reference ITEM 3, Appendix 6 for response.

15. Under Section 8 - Local Preference, it appears that 10 points are awarded for a prime local vendor and 0 if the prime is not a local vendor. It would seem that the county would want to encourage teams to include local vendors on their team and award at least partial points. If a team plans to include a sub-consultant with a local office, would that team receive any points?

Reference Section 3, Proposal Requirements, 3.4 Technical Proposal Format and Content, Section 8-Local Preference for clarification of requirements for Local Preference. No partial points will be awarded for this criterion. Submission of

sub-consultants with a local office does not meet the requirements to Local Preference.

16. Under 2.22 – Georgia Security and Immigration Compliance Act, it states “A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals.” Does that mean in addition to the bid/proposal or physically on top of the bid/proposal package?

See Section 5, Proposal Forms for declarations and affidavits. These Proposal Forms are to be submitted with the Technical Proposal. The form does not have to be on the outside of the submittal package.

17. Is Form B necessary or do we use Form C instead?

Yes. Form B is to be submitted by the Prime. Form C is to be submitted by the Prime. All forms are to be submitted; if they do not apply notate that they are N/A and include them in your package submittal. Non submission of any forms may deem your proposal non-responsive.

18. Form H is a required purchasing form, but are you supposed to include a blank form if the firm is not eligible for local preference?

Yes. All forms are to be included in your proposal submittal. Non submission of any forms may deem your proposal non-responsive.

19. On page 6-3 in Section 6-4, Required Forms and EBO Plan, it says “bidders/proposers must submit the following completed documents. Failure to provide this information shall result in the proposal being deemed non-responsive.” Then it lists Exhibits E and F, neither of which are applicable for our team. The exhibits themselves say to include them only conditionally. Should we include blank forms or not include them at all? Also it says to include Exhibit H, Form 2. If we don’t have any entry-level positions that will become available as a result of the contract, should we type “N/A”, leave it blank or not include it?

All forms are to be returned. If they do not apply to you notate them N/A. Exhibit H, Form 2, complete the top portion of the form as requested and submit.

20. Insurance and Risk Management Provisions – page 7-5 has a signature block. Is this document required in the technical proposal? It isn’t listed in the check list.

Yes, this form is required and is to be submitted with the Technical Proposal. Include it with the Purchasing Forms. The information is listed on the Check List and stated as: Evidence of Insurability, proposer must submit one (1) of the following: Letter from insurance carrier, Certificate of Insurance, and an umbrella policy in excess of required limits for this project.

21. Page 3-6, it states that the County’s DoIT will purchase and install the following equipment and it mentions the LAN Design. Please clarify if the County will design the LAN network or will the County implement the design developed by the Technology Consultant.

The RFP states only that the County DoIT will purchase and install the equipment including the LAN network. The Technology Consultant must design the LAN for each project in coordination with DoIT and the Library.

22. The deliverable on pages 3-12, 3-13, 3-14, and 3-15 include a cost estimate. Does this estimate need to be provided by a certified cost estimator?

No, the estimator is not required to be certified.

23. Under Section 8 - Local Preference, it appears that 10 points are awarded for a prime local vendor and 0 if the prime is not a local vendor. It would seem that the county would want to encourage teams to include local vendors on their team and award at least partial points. If a team plans to include a sub-consultant with a local office, would that team receive any points?

No.

24. What fees or expenses will be considered as reimbursable expenses for the consultant?

The Technology RFP, page 3-23, Cost Proposal Summary, Item 9 provides a list of reimbursable expenses.

25. Could the bid due date be extended by two (2) weeks until Monday, August 15, 2011?

The request for an extension of the proposal bid due date should be made with a specific reason for the request. If the County decides to extend the due date then an addendum will be issued with that information.

26. Is the Library planning for Teleconference?

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

27. How to estimate the time of the Technology Specialty Consultant for RFP purposes since there are so many unknowns and numerous groups to support?

The Proposer must rely on its previous experience and be cognizant of what can reasonably be expected by the County for a Program of the type envisioned and based on the make-up of the County, its PMT, and Specialty Consultant Team.

28. How do you establish a rate (cost) for Technology Consultant if the scope is not determined?

The Technology Design Consultant's scope of work is provided in the RFP, Section 3.3

29. We are already going to contact all primes on the sign-up sheet for sub opportunities as well, so we can increase our odds of getting work, but some did not label themselves. Do you have a list of your preferred vendors at the moment that we can contact?

We do not have a list of preferred vendors; however, you may contact Contract Compliance at 404-612-6300 for assistance with minority vendors.

30. Will IT consultant services be paid lump sum or schedule rate reimbursable? There is a conflict between the sample contract (schedule rate) versus the pricing sheet (this indicates lump sum but somewhat unclear).

The Sample Contract is a “sample agreement” in the RFP document and is not the actual contract agreement that the awarded vendor will receive.

31. How many A/Es will be selected for the library facility projects?

The County anticipates hiring up to ten (10) A&E firms (one per library) for the Phase 1 contract.

32. What is the anticipated schedule durations and anticipated start dates for the design of each of the facilities? Will the schedules be concurrent, different lengths, etc?

The start dates for design for each Group of A&E's (1, 2 & 3) are shown on Appendix 6. Duration for design cannot be determined at this time; however, Construction Completion dates are shown on Appendix 6. Schedules will obviously vary per project within the durations for design and construction shown on Appendix 6.

33. Are there any pre-defined or minimum number of meetings required with the County, the CM at-risk, and the A/E's?

No.

34. Our search for a 'Library IT Consultant' has revealed that there are a limited number of such consultants across the country. This type of consultant has been particularly difficult to find in Georgia or Fulton County. Section 3 item number 2 on page 3-18 states that key personnel must have a minimum of three years work experience in the State of Georgia. Given the rarity of this type of specialty consultant, can this requirement be waived?

Reference ITEM 2, for the response.

35. Section 3.3-B-4 states that the design and specifications shall comply with the Fulton County Standards (Fulton County DoIT, Telecommunications, Audio Visual Systems, Security, General Services Department Standards) and that copies of the standards are available from the County upon request. Will you furnish a copy of these standards for our review to review scope of work prior to proposal due date?

No, copies of the referenced standards will be made available to the successful Technology Consultant.

36. Should the Specialty Consultants be ahead of the AEs in developing their scope?

The Technology Consultant will be under contract at about the same time as the Architect, so this may not be possible. The Specialty Consultants will work

together with each selected A/E Team to provide the best possible guidelines, standards, and turnarounds in a timely and efficient manner.

37. Will there be a teleconference facility in the library?

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

38. Is there a security strategy? Will there be access control doors?

Section 3.3 Scope of Work, bullet 6 states "working with DoIT, review the existing RFP (11RFP77846B-BR Countywide/Enterprise IP Access Control & Video Surveillance System and Maintenance Program) that addresses Physical Security and Collection Security in conjunction with Library Administration. (See Appendix 4: Security Standard Example). The solution must be an IP-based security solution with open-platform video management systems with user-friendly "Events Management" capabilities. In addition, the recommended design must allow for easy access control, perimeter detection software, and an expandable video-based system suitable for all County buildings. It must ensure a fully integrated security solution with video recording of access control events as they occur. It must support small to large scale systems, combining video surveillance capabilities with access control management. Finally, intelligent lighting control and sensors shall be designed to enable camera surveillance that deters crime". The security strategy will be developed by the Technology Design Consultant as a part of the Technology Design Plan with input from the Library staff and DoIT.

39. How will the timing of the release of the Specialty Consultant RFPs coincide with the release of the A/E RFPs?

Reference ITEM 3, Appendix 6 for the response.

40. 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?

The Technology RFP states the Countywide/Enterprise IP Access Control & Video Surveillance System and Maintenance Program RFP should be reviewed as it relates to technology design services being requested. The Technology Consultant that is selected may recommend use of this system, following his review.

**#11RFP78810K-JD-Technology Design Services for Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions
Addendum No. 1**

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with 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, August 8, 2011 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

APPENDIX 6

A/E and CM at Risk RFP's Released in 3 Groups

A/E and CM at Risk RFP's Released in 3 Groups



Group 1

- Alpharetta
- East Roswell
- NW Atlanta
- Stewart – Lakewood
- Wolf Creek



Group 2

- Milton
- Palmetto
- SE Atlanta
- South Fulton



Group 3

- Auburn Avenue

Atlanta-Fulton Public Library System – Building Program – Phase I
Design & Construction Project Grouping

A/E NTP – Nov 2011*

A/E NTP – Feb 2012*

A/E NTP – June 2012*

Construction Complete -
Dec 2013/early 2014*

Construction Complete
March 2014*

Construction Complete
Sept 2014*

*Dates based on Preliminary Schedule and Subject to Change