



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: #10RFP04122K-DJ, Program Management Services for The Atlanta-Fulton County Library Capital Improvement Program – Phase I**

Dear: Proposers

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal (RFP).

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

Sincerely,

**Donna Jenkins**  
**Chief Assistant Purchasing Agent**

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



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

**QUESTION 1:** In Task D, Technical Analysis/Support, paragraph 1 and 2 (pg. 31), there is a requirement to perform Special Study and Environmental tasks. Are these services additional services to be aware of or part of the consultant's basic services. If part of the basic services, how do we identify the hourly wage rate in the proposal since it isn't included in Exhibit 2 or determine the level of effort since the scope or frequency is limited?

**RESPONSE:** Task D paragraph 1 instructs the PMT to *develop* and *support* data gathering efforts...; the County's position is that development and support are basic services.

Task D paragraph 2 instructs the PMT to *assist* in the *coordination* and *oversight* of any environmental assessment or impact statement efforts...; the County's position is that assistance with coordination and oversight are basic services.

**QUESTION 2:** In Task G, LEED Administration, 3rd bullet (pg. 35), there is a reference to the County sustainability objectives. Can you provide a copy of or a reference location where this information can be reviewed?

**RESPONSE:** The Fulton County Board of Commissioners set a goal for 2010 to reduce electricity, water, and gas consumption by 10%. These goals can be viewed at (provide the link to the BOC Workplan). While we realize that it may not be possible to achieve a 10% reduction of the consumption of these utilities annually, Fulton County's overall goals to operate our facilities are:

- 1 – Provide/recommend/specify the most energy-efficient systems and equipment possible for each location
- 2 – Provided/recommend/specify the most energy-efficient operating strategies possible for each location
- 3 – Provide/recommend/specify the use of sustainable materials to the maximum extent possible at each location. Below is the direct link to the Board of Commissioners Workplan Goals.

<http://www.fultoncountyga.gov/images/stories/Countymanager/Workplan%20Final%202-27-09.pdf>

**QUESTION 3:** Is Sect. 9, Exhibit 2 considered the PMT Core Team required by Fulton County?

**RESPONSE:** Yes the positions represent what the County considers the PMT Core Team.

**QUESTION 4:** Are all these positions considered full time? If not, how would we indicate part-time participation in the hourly rate schedule?

**RESPONSE:** The County is requesting hourly rates for these positions. Full-time and part-time designations will be determined by the bidder, and communicated to the County when requested. The rate schedule does

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not require bidders to indicate how many hours a position will be utilized; the intent is to establish hourly costs for each position and an average hourly cost for the group of positions in its entirety.

**QUESTION 5:** How do we indicate multiple positions within one of the categories, ie., 3 program managers or 2 admin staff, in the hourly wage rate column?

**RESPONSE:** The Exhibit only requires a cost per hour for each position.

**QUESTION 6:** Should there be a separation of line 3, Project Manager/Director, since there is potentially a wide variance in the hourly rate between them?

**RESPONSE:** The term Director shall be removed from line 3.

**QUESTION 7:** Is the LEEDS Administrator to be considered a Program Manager or a separate classification?

**RESPONSE:** There is no requirement for the LEED Administrator to be considered a Program Manager. The PMT will determine which of its staff members will be the designated LEED Administrator. A designated LEED Administrator is required by the Green Building Certification Institute (GBCI) to submit an application for a registered project. Per GBCI guidelines, only the LEED Project Administrator is eligible to submit a project application for review.

**QUESTION 8:** While office space is being provided by the County, will the cost to furnish the space be reimbursable?

**RESPONSE:** Yes the cost to furnish the space will be reimbursable. Prior approval of any furniture purchases by the County will be required.

**QUESTION 9:** Please verify the employee number for international operating companies on Form E should only reflect those employees within the US.

**RESPONSE:** The employee number should only reflect employees that are eligible to legally work in the U.S.

**QUESTION 10:** With separate contracts for PM and CM services, how will the County manage the accountability of either consultant for negative variances in schedule and budget?

**RESPONSE:** The County will manage accountability of either consultant for negative variances in schedule and budget on a case-by-case basis. The PM is responsible for development of budgets and schedules, and the CM is responsible for execution of the budgets and schedules that are developed by the PM.

**QUESTION 11:** In Section 3.4 – Scope of Work, Task G – LEED Administration, item 1. calls for a “designated LEED Administrator” to “guide and manage all project teams throughout the entire process”, which we feel could be a full-time position, depending on the level of LEED certification sought by the County.

- a) Should a specific LEED Administrator role, as well as an hourly rate, be added to the list of Employee Classifications?

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- b) If not, should LEED Administration be added to the list in Section 3.5 – Scope of Services to Be Provided by Others?

**RESPONSE (a):** The County's requirement is that the PMT provide at least on individual that meets the GBCI criteria to submit an application for a project that has been registered for LEED certification. A designated LEED Administrator is required by the Green Building Certification Institute (GBCI) to submit an application for a registered project. Per GBCI guidelines, only the LEED Project Administrator is eligible to submit a project application for review. The PMT will determine whether the individual that is designated as LEED Administrator of a project team is a full time position, and what additional duties and responsibilities are assigned to that individual. Additionally, the PMT may choose to designate multiple LEED Administrators for multiple projects that have been registered for LEED certification.

**RESPONSE (b):** The PMT must determine whether it intends to self-perform the LEED Administration and project certification functions or subcontract those tasks.

**QUESTION 12:** Similarly, in Section 3.4 – Scope of Work, Task H – Public Outreach Services, the services described could also constitute a significant time commitment as part of the PMT.

- a) Should a specific Public Outreach Director role, as well as an hourly rate, be added to the list of Employee Classifications?  
b) If not, should Public Outreach Services be added to the list in Section 3.5 – Scope of Services to Be Provided by Others?

**RESPONSE (a):** The County is not requesting a specific Public Outreach Director.

**RESPONSE (b):** The PMT must determine whether it intends to self-perform the Public Outreach Services or subcontract those services.

**QUESTION 13:** Please clarify the reimbursable expenses listed in Section 3.7.10 regarding whether the cost to provide office furnishings for use by the PMT on the project are to be considered reimbursable expenses.

**RESPONSE:** No. The cost to furnish the space will be incurred by the PMT.

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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 Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Monday, June 14, 2010, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_ Legal Name of Bidder

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

\_\_\_\_\_ Title