



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, *Interim Director*

June 15, 2009

Re: 09RFP0508PM-K-DJ

Program Management Services For The Atlanta Fulton County Library Capital Improvement Program

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 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

Donna Jenkins
Interim Contracts Administrator

Winner 2000 - 2008 Achievement of Excellence in
Procurement Award • National Purchasing Institute



**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 2**

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

1. In several places the County states that the PMT shall develop "systems" compatible with the county existing systems, talking about the County IT systems; 1. What does the County current Information System consist of?

RESPONSE: Microsoft Project

2. What is the County currently using for document tracking and controls system for drawing, submittals, contract documents, etc.

RESPONSE: Project management Software, CAD, TM-2, and VFA.

3. Assuming that you are part of a Joint Venture and submitting as such, I understand that each partner would need to fill out Forms A - G as detailed within Section 5. However, Section 6 contains Exhibits that if filled out by all Joint Venture partners would contain identical duplicate information. It appears as though Exhibits A & B should be filled out by all partners, but Exhibits C, D, E, F and the EBO Plan should be filled out by the managing prime partner within the Joint Venture, answering for the Joint Venture in full. Is this permissible? You would get the same information and we would cut down on duplicate form response to you.

RESPONSE: The proposer should complete Exhibits A, B, C, D and F if they intend to joint venture. Exhibit G is utilized only upon commencement of the project and only by the awarded vendor. If two or more companies decide to form a joint venture, the joint venture company becomes proposer. The required contract compliance Exhibits should be completed by the joint venture company. Exhibit A confirms that the joint venture company will not engage in any discriminatory practices while the Exhibit B form captures the employees that will make up the joint venture. Exhibits C and D capture the subcontractor utilization. The questions on Exhibit F help to reduce the normal conflicts associated with a joint venture agreement. Questions **regarding** financial controls (i.e. who can sign checks, which partner can legally bind the firm); relevant experience and participation are all covered within Exhibit F.

4. We are an architectural firm that has a good relationship with one of the firms vying for the PMS contract. Within the body of the RFP, I saw where it explicitly stated that the firm selected for project management services is excluded from consideration from any design services. If we were to be brought on as a subcontractor to the successful PMS group (for site analysis, programming

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 3**

assistance, etc.), would that also exclude us from being able to pursue design opportunities?

RESPONSE: Yes, for this program. Please reference Section 2.23.2 of the solicitation document.

2.23.1 Sub-Contractor/Consultant

If you are a subcontractor/consultant to the Prime Contractor on the Program Management Services project, you shall not be eligible to perform design services under any circumstances where a conflict exists or may potentially exist. A conflict shall be defined as a review function of any work performed under the oversight of the Program Management Team. In these circumstances you shall not propose to work on that project.

5. Is the Sizemore study on the original Atlanta-Fulton Public Library System Facility Master Plan still available for review during the RFP period?

RESPONSE: It is important to note that the attached Facility Master Plan is not a current document. *(Click on the attachment icon,  which is located to the bottom left of your screen to open Facility Master Plan)*

6. The only item we have is a copy of is the budget summary and I understand one copy of the entire study was made available as a public record of the work Sizemore performed. If it is available to us, I would like to send one of our folks down to review it for a better sense of the type of renovation work Sizemore based their cost estimates on. If available, it would help all of the proposers give a more accurate assessment of the time and cost involved on the Auburn Avenue and South Fulton renovations in Phase 1 and certainly for the 23 renovations in Phase 2.

RESPONSE: Reference the response to question #5

7. Is there a specific number or percentage of FBE or MBE required for project participation?

RESPONSE: No

8. Will the Phase I and Phase II activities run concurrently or will Phase II start with the completion of Phase I?

RESPONSE: No, the phases will not run concurrently. Our intent is to execute Phase I and, at its completion, begin Phase II. However, as the RFP states, the County will make decisions as to when the projects will be delivered.

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 4**

9. In reviewing the RFP I have a request for clarification. In 2.8 DISQUALIFICATION OF PROPOSERS it is mentioned that the Primary Proposer and Joint Venture Proposers may not be included on more than one submission. We would be serving as a consultant for this proposal. Will consultants be permitted to offer their services to more than one proposer and be listed on more than one proposal?

RESPONSE: This question requires clarification; in what capacity would you serve? As a Sub, as a Prime or as a member of a Joint Venture?

10. On page 40 of the RFP, several services are noted to be provided by others. "Construction Management services for the Program to include construction field supervision and inspections services." is one of those services noted. Is it the County's intent to procure a Construction Manager Agent under a different solicitation to provide these services as was done in the Fulton County Capitol Improvement Program some years ago? It is my understanding that by default that there were numerous duplications of services within that program between the Program Manager and the Construction Manager Agent.

RESPONSE: Yes, the procurement will be a different array of services.

11. On page 49 of the RFP, a "Rate Per Hour" is requested for the 26 employee classifications listed. Are you looking for the actual salary for the individual classification? May we submit a salary range for some of the positions noted? Is this a billing rate or will it be an audited actual rate paid to the employee based upon certified payroll?

RESPONSE: No. Provide an hourly rate schedule. A salary range is not needed. The rate is a billing rate.

12. On page 49 of the RFP, you ask for a table/chart that includes the following:

Employee Classification

Base Rate Per Hour

Multiplier

Profit

Actual Billing Rate for each position

RESPONSE: Yes.

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ**

Addendum No. 1

Page 5

13. Please define what a "Base Rate Per Hour" is made up of as well as what the "Actual Billing Rate for each position." is made up of.

RESPONSE: Base rate per hour = Hourly rate

Actual Billing = hourly rate, indirect expense (payroll burden %), profit/ overhead.

What cost items make up the "Multiplier"?

RESPONSE: General administration expense, overhead, payroll burden, and misc. benefits.

What charges are allowed to be included within the employee burden rate and will that rate be audited?

RESPONSE: Yes. Taxes, benefits, social security, equipment, etc.

What if anything will be included as a reimbursable expense for an employee or the Program Manager in general, outside of the billing rates?

14. Will a percentage of the contract value or a sum be identified to act as the vehicle to pay the Program Manager for reimbursable expenses?

RESPONSE: Yes, Reference the response to question#15

15. What expenses will be considered reimbursable to the PM?

RESPONSE: Reimbursable expenses are in addition to Compensation for PMT Services and include actual and reasonable expenses incurred by the PMT, its employees and its Architects solely and directly in connection with the performance of PMT Services for the following:

Transportation incurred within the State of GA is not reimbursable unless expressly approved by the Owner in advance.

Reproductions, printing, binding, collating and handling of reports, and drawings and specifications or other project-related work product, other than that used solely in-house for PMT.

Shipping or mailing of all reports, drawings, specifications, and other items in connection with the Project.

16. How many program employees may be situated at the Central Library for the duration of the program? How many workstations will the Owner provide? What if any sort of software, hardware or other necessary work related items (furniture and equipment) will the Owner provide the PM? Is any renovation required to fit-out the space provided at the Central Library?

RESPONSE: The space is adequate for small, medium to large groups. The County will make the space available for touring by appointment only. Please contact Mrs.

Donna Jenkins in Purchasing for appointments. The owner will not provide workstations. The owner will not provide software or hardware. The County will

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 6**

provide power, internet connection and lighting. The PMT will be responsible for outfitting the space appropriately for the day to day operation during the project. PMT must submit an itemized list of equipment for the County's approval.

17. As the program grows some of the employees of the program may be forced to be housed at a location other than the Central Library location. That being the case, may the PM submit two multipliers, one to cover the costs of the employees being housed at the Central Library facilities and one to cover the costs of the employees that may be housed elsewhere?

RESPONSE: Yes, this information can be submitted for consideration. We anticipate available space during the construction phase on site (trailer).

18. May the PM submit an appendix to its submittal with additional projects and resumes for the Owner to review?

RESPONSE: Yes

19. Pg-20, PROHIBITION ON FUTURE CONTRACTS - Please confirm that this does not rule out practical PM contract extensions for services such as Commissioning, Furnishing-Fit out, Wayfinding that are not a conflict of interest.

RESPONSE: Please reference Section 2.23.1 of the solicitation document

2.23.1 Prime Contractor

The Prime Contractor selected to provide Program Management Services and any team members of the Joint Venture shall not be eligible to perform any other services, including but not limited to; design services, construction and construction management under the Program, during the term of this Contract and any extension(s) thereof.

20. Pg-23, #14 & #15 - Is it the intent of Fulton County to have the PM (offerer) be fully responsible for replacement of defective products, or warranty service or is the intention to assign this responsibility to an installer or a manufacturer, not the Program Manager?

RESPONSE: The intent is for the PM to assist with the development of a management procedure to monitor warranties. It is typical that the PM may develop the warranty management procedures, if needed, but are not typically "fully responsible". Correct.

21. Pg 28 – (third paragraph) - Please clarify your definition of CM. **RESPONSE:** CM coordinates and supervise the construction process from the conceptual development stage through final construction, making sure that the project is

completed on time and within budget “The Program Management Team (PMT) will be selected separate from the Construction Management (CM) Team and various
**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 7**

design and engineering consultants.”... I understand that there will be several Construction Managers and or General Contractors that will actually construct the facilities that are addressed by this RFQ. **RESPONSE:** Yes. Each site will be managed separately. Do they make up the Construction Management (CM) Team noted in the sentence above or does the Owner intend on hiring another management team to work in conjunction with the PMT to manage this Program? **RESPONSE:** The County will evaluate this option. Please note that this set up was used on the Fulton County Capitol Improvement Program several years ago. The result was that services and responsibilities were duplicated causing confusion and additional expenses to the County.

22. Pg-30, TASK B, 1, 3rd paragraph, references “on-site technical library” (undefined) - how is this different then the Central Document Control Facility referenced in the previous paragraph? Is it correct to assume that Document Control is the electronic database of files, invoices, correspondence, etc. while the on-site library is the hard copy of drawings, samples, shop drawings, etc. If so, then don't ask this question.

RESPONSE: Yes.

23. Pg-34, TASK E, #8 – Please clarify if the PM is expected to receive, log in, distribute all RFI's and other submittals for all projects and then to receive log in and distribute all responses.

RESPONSE: Yes. The PM will be monitoring the process with the design selected design team.

24. Pg-35, #9 – Please describe what is meant by the “Program Project Construction Plan”.

RESPONSE: The following defines what is expected to be included in Program Project Construction Plan but not limited to the definition: Assure all projects are built to specification, develop a scope of work, schedule and budget, assist with the contacting and procurement process, act as the owner's representative, establish milestone on a critical path, identifying tasks and how goals will be achieved, quantify resources needed, implementation of the project plan with controls to ensure that there is accurate information on performance relative to the plan, and the mechanisms to implement recovery actions where necessary

25. Pg 35, TASK F, #5 studies and development of alternative concepts, etc. are typically items that a library programmer would be responsible for. Is it the intent of Fulton County to have this scope included under the PMT with a library

programmer on the team, which would then eliminate the need for a separate contract as noted on page 40 - SCOPE OF SERVICE PROVIDED BY OTHERS?

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 8**

RESPONSE: This service maybe required. However, the County may engage Library Consultants/ programmers separately.

26. Is there a public art program that the PMT will be responsible for coordinating?
RESPONSE: No. The Arts Council will oversee the coordination of the Public Art Program. However, PMT may be asked to participate on an as needed basis.

27. What is the final date for submitting questions?
RESPONSE: The last day to submit questions is Tuesday, July 7, 2009 at 4:00PM

28. Who will be the County's designated representative or point of contact for the awarded contract?
RESPONSE: The Owner's Team. Reference Section 3.3 of the solicitation document.

29. What is the County's PM/CM software program?
RESPONSE: Please see the response to question #1

30. Is the County using SAP for its accounting and financial management?
RESPONSE: No, the County uses CGI-AMS Financial System.

31. What is the availability of existing building as-built drawings?
RESPONSE: Existing building as-built drawing will be available for a fee.

32. What is the contractual relationship between the PMT and other service providers as described in Section 3.5?
RESPONSE: This will be determined by the County at a later date.

33. Please clarify the contractual relationship between the PMT and construction manager. Will the PMT only be responsible for construction oversight and a separate contract issued for the construction management of the projects? If that is the case, is there a possibility the selected PMT could have the CM services added to their scope of work?
RESPONSE: There is no contractual relationship; each will have a separate contract with the county. Yes the PMT will only be responsible for construction oversight and no the PMT will not have the CM services added to their scope of work because these will be separate contracts.

34. Since the program is funded by a bond program, in what instances would there be "delayed" or "phased" funding as described in Section 3.6, Section 2?
RESPONSE: Delay and phasing will be at the discretion of the County.

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ**

Addendum No. 1

Page 9

35. Are the Safety and Quality Assurance Managers intended to each be full-time positions or can those responsibilities be shared?

RESPONSE: They may be shared; provided that all standards and quality of services is fulfilled.

36. Does the request for resumes in section 3 #1 and section 4 3aPMT member experience?

RESPONSE: Section 3 – Qualifications of Key Personnel: (1) only the resumes for the Key Personnel for this project are required here. Section 4 – Experience/Organization of Project Team (3) this section requires the resumes for the Program Manager, Assistant Program Manager, Project Controls Manager, Safety Coordinator, Quality Assurance Coordinator and any additional personnel that will be assigned to the team.

37. The AFPLS website mentions that a program management firm will be selected to assist in Phase One of the facility master plan. The RFP is not clear on whether this contract will include phase one only or both phases one and two. Please clarify.

RESPONSE: The scope of work is intended to include a broad range of services and activities that may be performed over a number of Phases/Years at the County's discretion. Reference Section 3.4 Scope of Work, of the solicitation document.

38. Which projects still require acquisition of land?

RESPONSE: We anticipate acquisition of land for the new branch libraries in Alpharetta, Milton, Northwest Atlanta, Southeast Atlanta, and Stewart-Lakewood. Sites have been identified for new branch libraries in East Roswell, Palmetto, and Wolf Creek.

39. Section 3.4, Task D, number 2 of the submission requirements discusses "Environmental Issues." It states that the Program Manager is to assist in coordination and oversight of any environment or impact statement efforts. Can you advise us to how many libraries do not have assessments performed?

RESPONSE: This will be determined at a later date.

40. Page 43 Section 3 requests resumes of the key personnel. Section 4 – 3a also requests resumes. Does the County desire the resumes in both sections of our response? Please clarify.

RESPONSE: Please see the response to question #36

41. Page 44 3a last bullet. There seems to be a word missing. Please confirm that it is "experience."

RESPONSE: Yes, the missing word is Experience.

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 10**

42. Page 89 states we must submit evidence of insurability, please indicate where this document should be submitted – technical, cost or with the forms? Also, does the County want the offeror to sign on page 92 and submit along with our evidence of insurance?

RESPONSE: The document should be submitted with the technical and yes sign on page 92 and submit with evidence of insurance.

43. Regarding Section 9 – pages 9-21 – 9-29, are these pages part of the contract? Please clarify if these exhibits are intended to be attached to the contract at a later date or if they relate to the proposal submission.

RESPONSE: Yes, these are part of the contract and do not relate to the proposal submission.

44. In what submittal does the County want us to acknowledge addendums – Technical, Cost or with the Forms?

RESPONSE: Submit with the Technical.

45. Section 3.4, Task F, number 5, of the submission requirements, discusses "Feasibility Studies." What are the Program Manager's responsibilities regarding these studies?

RESPONSE: This will be determined at a later date.

46. Section 3.4, Task F, number 6, of the submission requirements, discusses "Schematic Design and Design Development." This is listed in the "Pre-Design Phase." What are the Program Manager's responsibilities regarding Schematic Design and Design Development during this particular phase?

RESPONSE: This will be determined at a later date.

47. Regarding the New Central Library, the RFP states that \$85 million has been funded under the Bond. It also states that this is only half the funding required to build the full New Central Library and if the additional funding cannot be obtained then the program will look at renovating the existing Central Library. Question: When preparing our Fee Proposal, should we use \$85 million for renovating the existing Library or should we use \$170 million (or somewhere in that neighborhood) for a new Library?

RESPONSE: If the additional funding is secured, it would most likely mean the project would be in Phase II. Any planning at this point should anticipate a new Central Library. No formal discussion or decision has been made on any alternate plan.

48. In reference to Prohibition of Future Contracts Section 2.23.2 Subcontractor/Consultant; is it correct that Subcontractors will be allowed to participate in the A/E Design Services, as prime or as subconsultant, if and

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 11**

only if, their participation in the particular library subject of the design RFQ has been completed? The PM may still be involved with that individual branch, and the subcontractor (respondent to the design RFP) may still be active providing services to the PM on other branches.

RESPONSE: No, please reference Sections 2.23.1 and 2.23.2 of the solicitation document.

2.23 PROHIBITION OF FUTURE CONTRACTS.

2.23.2 Prime Contractor

The Prime Contractor selected to provide Program Management Services and any team members of the Joint Venture shall not be eligible to perform any other services, including but not limited to; design services, construction and construction management under the Program, during the term of this Contract and any extension(s) thereof.

2.23.3 Sub-Contractor/Consultant

If you are a subcontractor/consultant to the Prime Contractor on the Program Management Services project, you shall not be eligible to perform design services under any circumstances where a conflict exists or may potentially exist. A conflict shall be defined as a review function of any work performed under the oversight of the Program Management Team. In these circumstances you shall not propose to work on that project.

49. As part of the rate/fee proposal and in addition to the hourly rates requested, will you require a hard lump sum / total fee for services proposed over the duration of the project?

RESPONSE: Provide hourly rate only

50. A number of times during today's meeting; detailed budgets for each project were mentioned. Could you direct us to the most recent information in this regard?

RESPONSE: Please see the response to question#5

51. Upon review of the proposals, will there be a short list and interview process prior to recommendation to the Commissioners?

RESPONSE: Yes

**Program Management Services For the Atlanta Fulton County Library
Capital Improvement Program, 09RFP0508PM-K-DJ
Addendum No. 1
Page 12**

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, July 13, 2009, at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2009.

Legal Name of Bidder

Signature of Authorized Representative

Title