



**FULTON COUNTY PURCHASING DEPARTMENT**  
Winner 2000 – 2003 Achievement of Excellence in Procurement Award  
National Association of Purchasing Management

**Jerome Noble, Director**  
September 15, 2004

**Addendum Number 1 - RFP #: Request for Proposal #05RFP001YK**  
**Standby Professional Services for Facilities Related Design, Engineering and Assessments**

Dear Vendors:

This addendum is in reference to Request for Proposal #05RFP001YK – Standby Professional Services for Facilities Related Design, Engineering and Assessments in support of the Fulton County General Services Department. This addendum provides additional information, requirements, terms and clarifications about this project.

The following change is hereby made:

**PROPOSAL SUBMISSION:** *In addition to submitting the technical(5 copies) and cost proposal (1 copy) in separately sealed/marked envelopes, the bidder MUST also submit the “Compliance Exhibit Forms, A through G, pages 27-37 of the solicitation package in one (1) separately sealed/marked envelope as follows: “COMPLIANCE EXHIBITS.” The bidder must also have their identified subcontractors, complete Compliance Exhibits A, B, D, and E.*

**Part 1 – Clarifications for Questions**

**General:**

1. Clarify the term, “team proposal” under Paragraph R, Item 1, last paragraph, page 11:

***Response:** A “team proposal” is a proposal for one Group of services where, as an example, one firm or group of firms submits for all categories under a Group such as a single firm or group of firms submitting for more than one discipline under Group 2.*

2. Can a firm submit a single submittal for multiple Groups?

***Response:** No, a firm must provide a submittal for each Group they want to submit for.*

3. Clarify whether a single firm or group of firms submitting a team proposal (i.e., a firm or team submitting a single proposal for Group 2) must submit only the specified number of pages listed under Paragraph R, Item 1, a through d, pages 11 and 12:

***Response:** A single firm or a group of firms submitting a single proposal for a Group may include the specified number of pages for each discipline as necessary. Firms are encouraged to provide clear and direct information to demonstrate experience or data associated with the weighted areas and minimize inclusion of non-applicable information.*

4. If a Proposer's organization does not cover all positions listed for a Group as identified under Section IV – Cost Proposal, page 42 to 51, should they fill in an hourly cost anyway?

**Response:** *A firm should only fill in hourly rates for positions they can actually provide. If a firm does not provide a position or multiple positions under a Group then the firm is encouraged to contact the Fulton County Department of Contract Compliance to consider and pursue teaming opportunities with Fulton County certified vendors.*

5. The Contract Agreement within the RFP contains conflicting information relative to mileage reimbursable, reference Contract Agreement, Article 11, page 4 and 5:

**Response:** *Article 11, Paragraph G – Expenses, Item 1, Sub-paragraph b: the mileage reimbursable amount indicated is exclusively for and in connection to any out-of-town member firm of the Consultant's team travel.*

*Article 11, Paragraph G – Expenses, Item 1, Sub-Paragraph d: this sub-paragraph conflicts with sub-paragraph b, stating mileage is not a reimbursable expense. This sub-paragraph shall be deleted from Paragraph G – Expenses, Item 1.*

6. Must a respondent provide all of the listed services or only those it chooses?

**Response:** *A respondent shall provide only those services it chooses.*

7. If a firm is awarded this contract, does that preclude or reduce its opportunity to receive other Fulton County projects in the same time period?

**Response:** *If a firm is awarded a contract it does not preclude a firm from pursuing other Fulton County projects during the Standby A/E contract term.*

8. What are the minimum professional qualifications of an Indoor Air Quality Scientist as listed under Group 7? Does a registered PE and/or CIH qualify?

**Response:** *The minimum professional qualifications of an Indoor Air Quality Scientist as listed under Group 7 requires a Certified Industrial Hygienist (CIH). A staff person having a CIH and a P.E. is acceptable and a P.E. with a CIH is acceptable. A P.E. without a CIH qualification is not acceptable.*

9. Should the cost of reimbursable and equipment/supplies be rolled into hourly rates? (ie: reports, mileage, equipment and supplies needed to collect samples)

**Response:** *The cost of reimbursables and equipment/supplies (ie: reports, mileage, equipment and supplies needed to collect samples) should not be rolled into hourly rates. These shall be considered reimbursable costs that would be submitted for payment in the invoicing process.*

10. The Anderson Air Sampler is listed under Group 6, but not Group 7. If we feel this is needed as a part of Group 7, should we look to add it, or wrap it into the hourly rate?

**Response:** *The Anderson Air Sampler is listed under Group 6, and should be included in Group 7. This will be revised by Addendum No 1 to provide for hourly rate in Group 7.*

After reviewing price lists from a number of local laboratories, we still need Indoor Air Quality Service acronym clarification on Le~, ISO 9001:2000 and A11-IA FMLAP as written on pg. 40:  
“F: Sample analysis performed by a laboratory having an established quality management system, Le~, is **ISO 9001:2000** registered and **A11-IA FMLAP** accredited”

**Response:** The indication listed as Le~, ISO 9001:2000 and A11-IA FMLAP as written is in error and should read ..... "ISO 9001:2000 registered and AIHA EMLAP accredited." This will be revised by Addendum No.1 to provide for hourly rate in Group 7.

11. How many contracts will be awarded for each group?

**Response:** There is not a set number of contracts will be awarded for each group. Fulton County anticipates awarding 1 to 3 contracts for any Group or any part of a Group. Refer to Section I – General Information, Paragraph A – Purpose, page 6.

12. What is the maximum contract cost for each award anticipated for Groups 6, 7 and 8?

**Response:** The maximum contract cost for each award anticipated for Groups 6, 7 and 8 is anticipated as follows. The response includes anticipated amounts for all Groups. The county reserves the right to modify the maximum amount higher or lower as a function of the RFP and contract award process:

Group I-Architectural/Engineering:	\$300,000 per vendor
Group II-Mech./Elec./Plumb./Str. Services:	\$100,000 per vendor
Group III-landscape & Civil Services:	\$75,000 per vendor
Group IV-Systems Engineering Services:	\$50,000 per vendor
Group V-Land Surveying Services:	\$50,000 per vendor
Group VI-Environmental Engineering & Testing Services:	\$100,000 per vendor
Group VII-Indoor Air Quality Services:	\$100,000 per vendor
Group VIII-Code Req. Const. Mat. Testing & Insp. Serv.:	\$75,000 per vendor
Group IX-Energy Management/Building Commissioning:	\$100,000 per vendor

13. Can a firm procure more than one contract?

**Response:** A firm can procure more than one contract. As an example, a firm can submit for and be selected for services under Group VI and Group VIII.

14. Per the pre-bid meeting, we would like to confirm that a separate submittal should be submitted per "Group #" i.e. 1 Original & 5 Copies for Group 1, another 1 Original & 5 Copies for Group 2 and so on...

**Response:** Yes, a separate submittal is required for each group being bid and will require one (1) originally signed copy and five (5) copies of the original.

15. In the RFP there is an insurance requirement of a \$1,000,000 fidelity bond. Currently we have \$100,000. Would you please verify if this is sufficient?

**Response:** The RFP #05RFP001K states that \$1,000,000 in Fidelity Bonding is required.

16. Additionally, if a \$1,000,000 fidelity bond is required, would it be required prior to submission or is it required at the time of the execution of the contract?

**Response:** The Fidelity Bond would need to be submitted within ten (10) days of receiving the Notice to Proceed.

17. On page 11 under Experience: items 3) ADA and 4) Historic Preservation apply to the A/E services in Group 1, 2, and 3; but probably do not relate to Groups 4 – 9; please restrict this proposal requirement to the Groups for which they apply.

**Response:** On page 11 under Experience: items 3) ADA and 4) Historic Preservation applies to the A&E services in Group 1 only and do not apply to Groups 2 – 9.

18. On page 40 under Group 7 – Indoor Air Quality Services (IAQ); item D. asks for “SAG”-specific methodologies. What is SAG?

**Response:** *The initials that read SAG are in error and should read “IAQ,” (Indoor Air Quality).*

19. On page 40 under Group 7 – Indoor Air Quality Services (IAQ); item F. we are not sure what is meant by “Le~” or “All-IA FMLAP”. Please clarify. Keep in mind that many of the smaller DBE labs do not have all of the sophisticated and costly certifications that larger labs have. If the labs meet state requirements and provide EPA methodologies, they should be qualified.

**Response:** *The indication listed as Le~, ISO 9001:2000 and A11-IA FMLAP as written is in error and should read .....i.e., is “ISO 9001:2000 registered and AIHA EMLAP accredited.” This will be revised by this Addendum No. 1.*

*This item will be revised by this Addendum No. 1 to incorporate other accreditation or certifications from both the State of Georgia and EPA as acceptable.*

*Proposers shall indicate in their proposals their accreditations and certifications.*

20. On page 40 under Group 7 – Indoor Air Quality Services (IAQ); item F. we are not sure why ISO 9001:2000 registration is required for lab services. You will eliminate most of the local small and DBE labs from participating from this contract. ISO 9001:2000 is a quality management program, and does not address chemical lab technical attributes or qualifications. You need to take a serious look at this requirement, it serves no purpose and it will really hurt the metro-Atlanta DBE labs.

**Response:** *This item will be revised by this Addendum No.1 to incorporate other accreditation or certifications from both the State of Georgia and EPA as acceptable.*

21. Must a separate proposal be submitted for each individual group of services or can one proposal be submitted?

**Response:** *A separate proposal must be submitted for each individual group.*

**Part 2 – Contractual Clarification**

1. Contract Agreement - Article 11, Paragraph G – Expenses, Item 1, Sub-Paragraph d, page 5:

Delete Sub-Paragraph d, in its entirety and replace with the following new Sub-Paragraph d:

“d. Mileage shall be reimbursed at a rate of \$0.36 per mile. A mileage log with a summary identifying purpose of trip, mileage start and finish and total miles, shall be submitted with invoices where milcage is claimed for reimbursement.”

2. Contract Agreement - Article 11, Paragraph G – Expenses, Item 2 Non-Allowable Expenses, Sub-Paragraph g, page 5, see attachment for revised page 5:

Delete Item 2, Sub-Paragraph g in its entirety.

3. Section IV – Cost Proposal, Schedule of Fees, Group 7 – Indoor Air Quality Services (IAQ); page 48: Revise item in Group 7 for Water analysis — Legionella — per sample as follows, to add a line to insert rate, see attachment for revised page 48.

Water analysis — Legionella — per sample \$ \_\_\_\_\_ (7.26.1)

4. Water Section IV – Cost Proposal, Schedule of Fees, Group 7 – Indoor Air Quality Services (IAQ); page 48: Revise item in Group 7 to add an item for Anderson air sampler rental as follows, per day, see attachment for revised page 48.

Add new item 7.36 to Group 7 for Anderson air sampler rental, per day as follows, see attachment for revised page 48.

Anderson air sampler rental, per day \$ \_\_\_\_\_ (7.36)

5. Section I – General Information, Paragraph R, 1, a, 3) & 4), page 11:

Revise Sub-Paragraphs 3) and 4) as follows:

- a. ADA (Group 1 Only, other Groups indicate NA): *(Two pages max.)* Provide specific supporting data on experience, knowledge and abilities for understanding and complying with the Georgia Accessibility Codes for Buildings & Facilities (ADAAG).
- b. Historic Preservation (Group 1 Only, other Groups indicate NA): *(Two pages max.)* Provide specific supporting data on experience, knowledge and abilities for understanding and complying historic preservation approaches to design and engineering.

**Attachments**

Attachments to this Addendum No. 1 include the following:

No. 1: Contract Agreement, pg 5 – Revised per Addendum No. 1

No. 2 Schedule of Fees Section IV – Cost Proposal, page 49 - Revised per Addendum No. 1

## ADDENDUM NO. 1 - ATTACHMENT NO. 1

Omitting this form from invoice submittals by the CONSULTANT may result in delays to processing payment until the form is received by the COUNTY.

- E. Nothing contained herein is intended to prevent the COUNTY or the CONSULTANT from reallocating among the various Job Tasks, if such is indicated by the prosecution of the work, and as may be directed by the COUNTY and mutually agreed to by the CONSULTANT.
- F. The compensation provided for herein shall include any claims by the CONSULTANT for all costs incurred by the CONSULTANT in the conduct of the project and this amount will be paid to the CONSULTANT after receipt of billing and approval of the amount by the COUNTY.
- G. Expenses:
  - 1. Reimbursable Expenses are in addition to the compensation for Services and include actual expenditures made by the Architect and Architect's employees and consultants in the interest of the Project for the expenses listed below:
    - a. Expense of reproducing and handling Drawings, Specifications, and other design and contract documents, excluding reproductions for office use of the Architect and consultants.
    - b. Expense of coach class transportation, or personal vehicle mileage at \$0.34 per mile in connection with any out-of-town member firm(s) of the Consultant's team traveling to the County's offices for the purpose of attending progress meetings, review meetings, or presentations as required by this Agreement, or for other purposes necessitating such travel and directly related to fulfilling the requirements of this Agreement. Per diem cost of living expenses for travel purposes by out-of-town member firms shall be limited to \$160.00 per day including lodging and meals.
    - c. Reimbursable will be paid at 1.0 x actual invoice amount.
    - d. Mileage shall be reimbursed at a rate of \$0.34 per mile. A mileage log with a summary identifying purpose of trip, mileage start and finish and total miles, shall be submitted with invoices where mileage is claimed for reimbursement
  - 2. Non-Allowable Expenses
    - a. Expenses for cellular telephone and wireless pager equipment and usage.
    - b. Expenses for membership in professional organizations.
    - c. Expenses for attending continuing education conferences and seminars unless requested by the Department of General Services and approved in writing.
    - d. Expenses for any meals unless pre-approved by the Department of General Services.
    - e. Expenses for computer hardware and software unless pre-approved by the Department of General Services.
    - f. Expenses for any auto allowances.

**ARTICLE 12. PROMPT PAY PROVISION:** The COUNTY shall make monthly partial payments to the CONSULTANT in accordance with the provisions of the Contract Documents. COUNTY and CONSULTANT, their agents and assigns, agree that in the event any contract provision pertaining to the time of payment, condition precedent to payment, the rate of payment, and any rates of interest, differs from any provision of the Georgia Prompt Pay Act, such provision of the Prompt Pay Act is hereby waived and said Contract provision shall control.

(Contract Agreement – Revised per Addendum No. 1)

**ADDENDUM NO. 1 - ATTACHMENT NO. 2**

Principal IAQ Scientist	\$ _____	(7.10)
Senior IAQ Scientist	\$ _____	(7.11)
IAQ Scientist	\$ _____	(7.12)
Technical Consultant 2	\$ _____	(7.13)
Technical Consultant I	\$ _____	(7.14)
IAQ Technician	\$ _____	(7.15)
Administrative Support	\$ _____	(7.16)

(Note: Litigation support specifically defined as deposition/trial/arbitration preparation and testimony, preparation of expert report)

Sample Analyses – Microbial-

Cellotape lift sample analysis — per sample		
-Standard turnaround time (5 business days)	\$ _____	(7.17)
-Rush turnaround time (same or next business day)	\$ _____	(7.18)
Air sample analysis - Culturable fungi - species level ID —	\$ _____	(7.19)
par sample		
Air sample analysis — Fungal spore trap per sample	\$ _____	(7.20)
Dust analysis - Culturable fungi, species level ID — per	\$ _____	(7.21)
sample		
Dust analysis — Indoor allergen panel (e.g., dust mite, etc.)	\$ _____	(7.23)
— per sample		
Bulk material analysis — Culture-based— per sample	\$ _____	(7.24)
Bulk material analysis — Direct microscopic exam — per	\$ _____	(7.25)
sample		
Swab/surface wipe sample analysis — per sample	\$ _____	(7.26)
Water analysis — Legionella — per sample	\$ _____	(7.26.1)

Sample Analyses – Chemical-

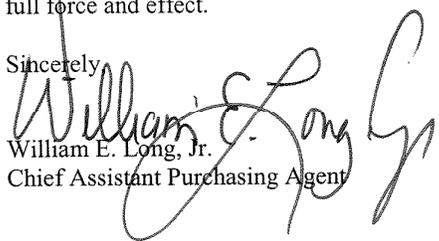
Air sample analysis - Total and Individual VOCs	\$ _____	(7.27)
(TVOC/IVOC) — full scan — (EPA IP-1 B method specific to		
IAQ) — per sample		
Air sample analysis - Total VOCs (TVOC) — per sample	\$ _____	(7.28)
Air sample analysis - Microbial VOCs (MVOCs) — per	\$ _____	(7.29)
Sample		
Air sample analysis - TVOC/IVOC/MVOC — per sample	\$ _____	(7.30)
Dust analysis - VOCs — per sample	\$ _____	(7.31)
Air sample analysis - Formaldehyde (EPA IP-6A & ASTM	\$ _____	(7.32)
5197-97 methods) — per sample		
Air sample analysis - Selected aldehydes including	\$ _____	(7.33)
formaldehyde (EPA IF-GA & ASTM 5197-97 methods) —		
per sample		
Analysis of Passive VOC monitor — per sample	\$ _____	(7.34)
Analysis of Passive Formaldehyde — per Sample	\$ _____	(7.35)
Anderson air sampler rental, per day	\$ _____	(7.36)

(Schedule of Fees Section IV – Cost Proposal - Revised per Addendum No. 1)

The undersigned proposer acknowledges receipt of this addendum by returning (1) copy with the proposal by the bid due date and time. Failure to include a signed copy of this addendum with your proposal documents could render your proposal non-responsive.

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

Sincerely,

  
William E. Long, Jr.  
Chief Assistant Purchasing Agent

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NUMBER 1

COMPANY NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_