



Fulton County, GA

Department of Purchasing & Contract Compliance

October 24, 2013

**Re: 13RFP87657K-JAJ
Standby Professional Services for Facilities Related Planning, Design,
Engineering and Assessments-Landscape Architecture, Civil Engineering &
Land Surveying**

Dear Proposers:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced Request for Proposal.

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

Sincerely,

James A. Jones

James A. Jones
Assistant Purchasing Agent

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



13RFP87657K-JAJ
Landscape Architecture, Civil Engineering & Land Surveying Services
Addendum No. 3
Page Two

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

The date for receipt of Proposals is hereby changed to **Friday November 8, 2013**. The location and time of receipt of proposals remain the same.

Section 8 – Past Performance on Similar Projects, Bullet 3:
Include an e-mail address with the reference contact information.

Question: If the Facilities Department were to expand or construct a new facility, would transportation impacts be evaluated as a part of this contract/

Answer: No, the impact of transportation would not be evaluated as a part of this contract.

Question: Will one firm be selected or multiple firms for the standby contract?

Answer: As per the RFP, multiple contracts may be awarded.

Question: Will the services be separated by engineering and land survey services.

Answer: The services will not be separated by engineering and land surveying services

Question: What is the anticipated funding level for this contract?

Answer: The County is currently within the budget cycle for fiscal year 2014. It would be inappropriate and misleading to provide an anticipated budget that is subject to review by the Budget Commission and approval by the Board of Commissioners before it is final.

Question: What is being requested as part of next year's budget?

Answer: The County is currently within the budget cycle for fiscal year 2014. It would be inappropriate and misleading to provide an anticipated budget that is subject to review by the Budget Commission and approval by the Board of Commissioners before it is final.

Question: What has the historical funding level been for this standby contract work?

Answer: There is no historical data available because in the past these services were bundled in a larger contract for Architectural and Engineering Services.

Question: How much has been budgeted and spent annually for the last three to five years?

Answer: There is no historical data available because in the past these services were bundled in a larger contract for Architectural and Engineering Services.

Question: Will the Project Manager for this contract be on the facilities side of the department or the transportation side?

Answer: The Project Manager will be on the facilities side of the department.

Question: Exhibit C- Schedule of Intended Subcontractor Utilization requires that both a dollar value of work and percentage value be provided for each subcontractor engaged as part of the prime contractor's team. Since a specific scope of work and a total anticipated value for this contract has not been defined, there is no basis upon which to specify a dollar value or percentage value of work for each subcontractor retained. Please address how we are to respond to this requested information.

Answer: The Consultants may use "TBD" as the potential dollar value / percentage for prospective sub-consultants.

Question: Is there a stipulated minimum percentage amount of the total dollar value of work or for each individual task order of work, that the Prime Bidder/Proposer (whether an individual firm or a joint venture among firms) is required to provide in that capacity?

Answer: No, however the County encourages Propers to utilize Minority and Female owned businesses to the maximum extent possible.

Question: Why are LEED Accredited Professionals required? These are typically vertical building related disciplines such as Architecture and MEP Engineering. We understand from the comments at the meeting the anticipated scope of this contract is site work.

Answer: LEED has a category that encompasses site design, civil, and landscape under existing buildings. The County's minimum requirement is LEED Silver Certification. All designs must meet this standard. Some of the scopes of work for the

selected company may possibly include parking lot design or landscape design. In either case the County wants to reduce their impact on the environment as much as possible. This shall be standard for the County, its Consultants and any sub-consultants that may be utilized on task orders issued by the Facilities and Transportation Department.

Question: Why is commissioning agent required for site design and survey task orders? There are no MEP systems to bring on-line.

Answer: All references to commissioning agent In Section 2 Project Plan or Project Approach (D) are hereby removed from this RFP.

Question: How does Fulton define “Certified Cost Estimator”?

Answer: All references to Certified Cost Estimator are hereby removed from this RFP.

Comment: Please confirm statements made by Fulton County Representatives at the meeting that this contract is only for site work related to buildings and will not include transportation design involving signals and roadways.

Answer: This contract will not include transportation design involving signals and roadways.

Question: Under Section 2- Project Plan or Project Approach, Item 2.D requests a description of Building Commissioning Services to be performed. Since Commissioning Services are typically required for vertical structured that have HVAC and other complex systems, please confirm if this service is actually required for the scope of services associated with this contract?

Answer: Delete all references to Building Commissioning Services in this RFP.

Question: As a follow up to the above question, if Commissioning Services are not required for this contract, please modify the submittal requirement for them under Section 3- Project Team Qualifications. Qualifications of Key Personnel, Item A Staffing, which requests an organizational chart that is to identify a Commissioning Agent. In addition, whereas Land Surveying Service is a part of the scope of work for this contract, these services are not requested to be included on the organizational chart, but shouldn't they be?

Answer: Yes, Land Surveying Services should be a part of the organizational chart. See revised Staffing Section 3.A. (4) below:

Proposer shall provide an organizational chart which clearly indicates each discipline, company name, principal-in-charge, and project manager(s) assigned with the overall project coordination. This shall include the following associated persons:

- Civil Engineering & Specifications

- Landscape Design & Specifications
- ADA Compliance Review of Drawings & Specifications
- Cost Estimator
- Land Surveying Services
- USGBC LEED Accredited Professional

Question: Could you please clarify how many pages are needed for Section 2- Project Plan or Approach? It shows a maximum of four pages at the top but in sub-sections under item # 2 it shows different limitations that add up to more than four pages.

Answer: The total number of pages for this section should be no more than four pages.

Question: For Section3-Project Team Qualifications/Qualifications of Key Personnel, it asks to show relevant experience for what seems to be architecture experience. This does not seem to be applicable since there is no architecture in the scope of services. Do we need to include this information?

Answer: You are correct. No architecture services, other than for landscape architecture, are required for this contract. All other references to architecture are hereby deleted.

ACKNOWLEDGEMENT OF ADDENDUM NO.3

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 **November 8, 2013, 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