



FULTON COUNTY PURCHASING DEPARTMENT

Winner 2000- 2005 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



March 22, 2006

RE: **RFP#06RFP48559K-DJ**
Construction Management and Engineering Services

Dear Proposers:

Attached is one (1) copy of Addendum 2, 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

Donna Jenkins
Assistant Purchasing Agent

**RFP#06RFPK-DJ Construction Management and Engineering Services
Addendum No. 2
Page Two**

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

Question: 1 The job description for the MIS and Data Management Technician shown on Page 49 seems to differ substantially from paragraph 3.3.6 Management Information System (MIS) requirements. Which type position should we include – a technician or management/control person?

Answer 1. Delete “MIS and Data Management Technician” from page 49 of 131.

Add:

Document Controls Project Manager – *The Document Controls Project Manager, based at FCGC offices, should have a minimum of five years experience with computerized document management systems and capture software, experience with indexing on screen imaged documents, scanning said documents and providing review of OCR conversions of said documents. The Document Controls Project Manager should have experience in supporting Adobe Acrobat, electronic document management systems, document capture software, OCR software, custom Java or web based applications, and medium to high speed scanners. The Document Controls Project Manager will establish procedures for efficient project control and reporting, develop activities to help facilitate communication, develop and document procedures of accurate project cash flow and financial status and administer data as it relates to CIP management. The Document Controls Project Manager must have effective communication skills to address inquiries and concerns regarding the required reports.*

MIS System Administrator – *The MIS System Administrator, not based at FCGC offices, should have at least five years experience with Desktop/ Server configuration and maintenance, network configuration, software configuration, backups and provide technical support.*

GIS Application Programmer/Web Administrator – *The GIS Application Programmer/Web Administrator will be directed on as needed basis by County staff utilizing funds from the subconsultants’ allowance as listed in Item III of Cost Proposal Summary Format. The GIS Programmer/Web Administrator will design, maintain, and enhance a variety of internet geoservices for the Department of Public Works CIP. The GIS Programmer/Web Administrator will contribute to documentation and analysis of requirements and the architectural design of web services for interactive mapping/reporting applications using advanced web services technologies to develop internet-based geoservices applications.*

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Question 2: Should we include a material testing firm as part of the team or will the County require us to use Fulton County's "on call" material testing firm(s)?

Answer 2. Do not include a material testing firm. The County will utilize material testing firms listed in the County's existing three standby engineering contracts.

Question 3: Does the County use a cell phone/radio service, such as Nextel, that our personnel will need to be able to communicate with? If so, which one?

Answer 3. The County utilizes Cingular as our Cell Phone provider. There is a potential that DPW may utilize Nextel Direct Connect (DC) service in the future but currently do not.

Question 4: When providing project sheets to demonstrate our experience, is there a page limit for each project? Also, is there a page limit for the entire proposal, and or a page limit for any section of the proposal?

Answer 4. No page limit for each project. See the following for page limits

Section 1 – Executive Summary - 2 pages maximum

Section 2 – Qualification and Experience

A. Project Team General Capacity/Organization (excluding a. Resumes) – 20 pages maximum. Provide resumes of key staff not to exceed three pages for each in the Appendix Section of the Proposal.

B. Related Experience and Performance – 10 pages maximum

C. Key Personnel Experience and Availability (excluding resume) -10 pages maximum

Provide resumes not to exceed three pages for each in the Appendix Section.

D. Project Approach – 20 pages maximum

E. Proximity of Office to Project Site – 5 pages maximum

Question 5: Does the records management systems have to be Prologue or Prologue compatible?

Answer 5. Prologue compatible

Question 6: On Page 47 of 131 there is a reference to a "Resident Technician" but this position is not shown on the chart on Page 52 of 131. Should this position be included in the Base Year Cost Proposal?

Answer 6. Delete Resident Technician from Page 47 of 131. (It is the same as Resident Design Technician.) The position should not be added to the cost proposal sheet on Page 52.

Delete 3.5 COST PROPOSAL FORMAT AND CONTENT on page 52 and 53 and replace with:

3.5 COST PROPOSAL FORMAT AND CONTENT

The Cost Proposal shall be provided in a separate sealed envelope. The Cost Proposal shall include current information and shall be arranged and include content as described below:

Compensation

The County shall pay the FIRM for services based on the following fixed hourly rate schedule:

**Cost Proposal Summary Format
Construction Management and Engineering Services for Water Services
Division**

All full time staff for a one year period is based on a maximum of 1920 hours. No compensation is given for paid vacation, sick days or 10 holidays, training, conferences, professional development and non-project activities.

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I. BASE YEAR (YEAR 1)

Employee Classification	Hours	Hourly Rate	Total
Project Manager ¹	1,920		
Assistant Project Manager ¹	1,920		
Resident Project Representative ¹	3,840		
Senior Resident Inspector	1920		
Resident Inspector	5,760		
Resident Designer	1,920		
Resident Design Technician	1,920		
Senior Administrative Assistant	1,920		
Clerical Assistant	3,940		
Public Information/EBO Coordinator	1,920		
2 - Person Survey Crew	640		
Registered Land Surveyor ¹	640		
Senior Design Engineer ¹	640		
Design Engineer ¹	640		
Technician	1,000		
<i><u>DELETE Data Management Technician</u></i>	0 (Delete)		
<i>Document Controls Project Manager</i>	1920		
<i>MIS System Administrator</i>	600		

¹Note that the overtime rate for the noted employee categories is limited to 1.0 times the hourly rate. The overtime rate for all other categories is limited to 1.5 times the salary cost component of the hourly rate. There will be no overtime unless prior approval by the County is obtained.

I. Hourly Rate Total for Base Year (Year 1) \$ _____

II. Contingency (10% of hourly rate) Total (10% of I) \$ _____

III. Subconsultants, Testing Services, and Capital Direct Purchases Allowance \$ 300,000

IV. TOTAL PROPOSED FEE FOR BASE YEAR (I + II + III) \$ _____

The factor for annual escalation of the salary rates are indicated in the table below shall serve as a maximum factor.

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ANNUAL ESCALATION FACTOR	
Annual escalation percentage in year 2 renewal option:	2.0%
Annual escalation percentage in year 3 renewal option:	2.0%
Annual escalation percentage in year 4 renewal option	2.0%
Annual escalation percentage in year 5 renewal option	2.0%

V. TRANSITION PHASE FROM JUNE 15, 2006 to JUNE 30, 2006

Employee Classification	Hours	Hourly Rate	Total
Project Manager	80		
Assistant Project Manager	80		
Resident Project Representative	80		
Senior Resident Inspector	80		
Resident Inspector	80		
Senior Administrative Assistant	80		
Clerical Assistant	160		
Public Information/EBO Coordinator	40		
<u>DELETE Data Management Technician</u>	0 (DELETE)		
<i>Document Controls Project Manager</i>	80		
<i>MIS System Administrator</i>	80		

V. Hourly Rate Total for Transition Phase

\$ _____

PLEASE COMPLETE AS DIRECTED AND INSERT IN YOUR SEPARATE SEALED COST PROPOSAL

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Question 7: Will the new CM inherit any existing computer equipment (i.e. Servers, printers etc)? If so, what are the computer specifications for the equipment and how old is it?

Answer 7: For staff based at FCGC, there will be provided with standard DELL desktop Pentium computers with a minimum of 256 MB and printers. CM will share a server with Transportation Program Management Team. The location of the shared server is depicted in Exhibit "H" See attached for existing list of equipment currently used by WSD Program Manager. Only desktop computers and printers will be assigned. County will assign desktop computer to only staff based at FCGC.

Question 8: Since Fulton County requires the new CM team to utilize Prolog Manager, Primavera and other applications for managing the program, does Fulton County have current existing license for these applications that the new CM can utilize or will the new CM team have to purchase new software licenses for these applications?

Answer 8: The County has licenses for Prolog Manager.

Question 9: What application format (i.e. Expedition, Prolog) is the current project data residing for project cost, meeting minutes, change orders, pay applications history etc.

Answer 9: Prolog

Q9 Cont'd. And will the new CM Team have access to this information?

Answer 9: Yes.

Question 10: How many network outlets are designated in the Exhibit H diagram? Who will the new CM be sharing the server room with?

Answer 10. Outlets will correspond to staff based at FCGC. Transportation PM Team

Question 11: Are there any remote sites the new CM team will inherit? If so, where are these remote sites and what is their office network layout?

Answer 11. No. Per the RFP, Exhibit H, the County will only provide office space for staff based at FCGC.

Question: 12 Will the new CM team receive a detail network connectivity diagram detailing how the 141 Pryor St. office is connected to Fulton County's network?

Answer 12. The new CM team staff based at FCGC is directly connected to Fulton County's network. Diagram can be provided.

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Question 13: In the first paragraph on page 39 as well as the section "Functional Requirements". It reference the need for vendor(s), does this mean that the new CM team will have an IT vendor on contract to assist Fulton County and the CM team with any IT issues that might develop and who is fully knowledgeable in various technical environments and applications or can a CM team "in-house" IT division assist with these efforts?

Answer 13. The CM may select to sub contract IT service support or use an "in-house" team member who is "fully knowledgeable in various technical environments and applications." See MIS System Administrator allotted hours per Cost Proposal 3.5.

Question 14: Please clarify the current technology infrastructure at DPW vs what systems or software are expected to be installed/setup by the Contractor. More specifically, in Section 3.3.6 on page 37 through the top of 41 of 131 in the RFP, it is not understood if the items listed are what you currently have or what you desire.

Answer 14. The items listed represent the County's existing environment.

Question 15: What role will the Contractor play in IT support?

Answer 15. The contractor will be responsible for all planning, configuration, integrating, setting up, installing, and troubleshooting of all systems related to this program.

Question 16: As it pertain to the above question, please clarify the role of the Data Management Technician.

Answer 16. See previous answer.

Question 17: My question involves the Addendum 1, page 2, requirement to provide Builders Risk Insurance. Are we to provide this insurance even though we would not be the general contractor?

Answer 17 : Builders risk insurance is not required for this proposal.

Question 18: Fulton County recently terminated Transportation PM/CM contract and has indicated that it will terminate the existing water wastewater PM/CM contract. We are concerned that this contract may be terminated prior to the contemplated 5 year total term. Please describe what conditions have led you to terminate previous and ongoing PM/CM contracts?

Answer 18: See Article 11 – Contract Terms and Definitions. The ongoing PM/CM contract is not being terminated. The County chose not to exercise the renewal option for contract year 5 due to changes in need. Renewal options are at the discretion of the County.

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Question 19: What impact will the new incorporation of cities in the North and South Fulton have on the water and wastewater CIP, and resultant impact on the scope and/or role of the FIRM?

Answer 19. No impact on the CIP.

Question 20: Section 1.1 (page 4 of 131) of the RFP states that the selected proposer may be required to provide services for other functions and projects outside the CIP. Please clarify the scope and if these functions and services will be funded from within the CIP or other funding sources?

Answer 20. See Section 1.2 and 3.3. Services will be within Section 3.5 Cost Proposal.

Question 21: Section 1.2 (page 4 of 131) of the RFP requires that FIRM's subconsultants report directly to the County. In that case, what is the FIRM's responsibility for scope, schedule, quality and cost control of the subconsultants's work, when it is being directed and managed by the County staff?

Answer 21: The FIRM will be responsible for the FIRM's subconsultants.

Question 22: Are the contractors currently working on the CIP projects that would extend into the term of this contract prohibited from bidding on this procurement?

Answer 22: No, they are not prohibited from bidding on this procurement.

If not, who will be responsible for the construction management, oversight and coordination of such projects?

Answer 22: The County will make appropriate adjustment for the best interest of the County.

Question 23: What flexibility does the proposer have in adjusting staffing levels or makeup to fit the needs of the program and responsibilities of the contract?

Answer 23: See Article 12, page 100 of 131.

Question 24: Section 2.7 (page 14) Proposal Evaluation – This section implies that the selection committee will be made up of three members from the Department of Public Works and one member from Purchasing staff, or two members from the Department of Public Works and two members from Purchasing staff. Please clarify.

Answer 24: The selection committee consists of five members of which three members are from Public Works and two members are from Purchasing or three members of which two members are from Public Works and one member from Purchasing

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Question 25: Please make available the program schedule for the next five years developed by the County that is the basis for the staffing level requested in the cost proposal? If not, what is the basis of the requested staffing level?

Answer 25: The staffing level is based on County's need.

Question 26: Section 3.3.7 (page 42) indicates that a certified payroll roster is to be submitted for all personnel performing work on this contract quarterly. What are the elements of the certified payroll roster?

Answer 26: Acceptable documents to include payroll register generated by an outside payroll service (ADP, Pay Chex, etc.); payroll registered generated from in-house accounting software (Detlek, Harper, Shuman, Peachtree Accounting, etc.); copy of the employee check stub showing the raw hourly rate from a manual accounting system. Items typically presented in an acceptable certified payroll register include: Company name; employee name and number; batch number; pay period ending date; pay date; pay rate; check number and/or voucher number; regular and overtime hours worked; regular and overtime earning; gross pay and net pay; statutory reductions (federal, state, local, medicare, social security) and certification by company officer. A "Labor Billing Support Report and an Excel (or similar) spreadsheet is not acceptable.

Question 27: Page 47 – Where are the construction staff, 100% dedicated to the program, such as the Sr. Inspector and Construction Inspectors, to be based in the event of inclement weather, unforeseen conditions (including construction contractor caused delays) that prevents construction activities?

Answer 27: The FIRM's location.

The RFP indicates that they are not allowed to use County facilities or office space. Will these resources be compensated for their time during the down periods?

Answer 27: Compensation will be for work performed. There will be no compensation for no work performed.

Question 28: What are the average monthly ODCs for the existing PM/CM services contract?

Answer 28: Approximately \$160,000 to \$185,000.

Question 29: On subcontracts funded from contingency funds, what is the allowable markup by the FIRM?

Answer 29: There shall be no markup for subcontracted work.

Question 30: Contract Article 7 – We are looking to find Exhibit I, entitled "Deliverables", however, we cannot find the Exhibit. The RFP on the web site

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has Exhibit H and Exhibit J; however, there is no Exhibit I. Please advise the location of Exhibit I.

Answer 30: There is no Exhibit I. Delete Article 7 and substitute with the following:

ARTICLE 7. DELIVERABLES: FIRM shall deliver to COUNTY all reports, specifications, drawings and data prepared under the terms of this AGREEMENT that are specified in Section 3.3 Scope of Work. Deliverables shall be furnished to COUNTY by FIRM in a media of form that is acceptable and usable by COUNTY at no additional cost at the end of the project.

Question 31: Page 44, Item #8. Please clarify the second sentence by identifying exact staff positions that need to be registered engineers.

Answer 31: Project Manager

Question 32: Page 44, Item #9. Is it appropriate to replace the word “resume” with “company description”?

Answer 32: Yes.

Question 33: Fulton County recently terminated Transportation PM/CM contract and has indicated that it will terminate the existing water and wastewater PM/CM contract. What assurance can the County provide that the contract resulting from the current procurement will not be terminated prior to the contemplated 5 years total term.

Answer 33: See Article 11. The duration of the contract is five years with each year subject to renewal. The County may or may not choose to exercise the renewal option. The County provides no assurance.

Question 34: . With the new incorporation of cities in Fulton, the financial structure and ability of the County to place the Phase II CIP Bond may be affected. How will this impact the Phase II CIP projects listed as part of the scope in this RFP, and scope of the contract.

Answer 34: No impact on the CIP.

Question 35: Considering that the existing PM/CM's contract is not to be extended to its fifth year, is it the intent of the County to engage the successful proposer for the full five years of the contract?

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Answer 35: See previous answer.

Question 36: Section 1.2 (page 4 of 131) of the RFP states that the services sought under this procurement are construction services, however, the scope of services include project development, RFP preparation, design, design review, etc. that are not typical construction services scope. Please clarify anticipated percentage of design/engineering, program management, and construction management scopes (in terms of hours and budgets) under this contract.

Answer 36: . The service under this procurement is construction management and engineering services. Scope of work is described in Section 3.3. Budget and hours are in accordance with Cost Proposal Section 3.5.

Question 37: Section 3.3 (page 29) indicates that the County will solicit CM services on large water reclamation projects, outside the scope of this project. Is it the intent of the County to solicit outside CM services on the upcoming Johns Creek Environmental Campus project?

Answer 37: It is possible.

Question 38: If the contracted staffing level is inadequate to deliver the programmed CIP scope as directed by the County, what performance risk is assumed by the FIRM? What relief will the County provide the FIRM in this regard?

Answer 38: See Article 12 of the sample contract.

Question 39: Section 3.3 (page 29) – indicates that employees not based at FCGC are not permitted to use the County's office space and resources to perform work related to projects. Does this statement include County's network resources?

Answer 39: Yes.

Question 40; The RFP states that overtime will be as approved by the County. How much overtime is anticipated to be approved? If approved, how will the overtime compensation managed with respect to the contract ceiling?

Answer40: . Overtime is not anticipated. The County will approve as needed basis. The County may utilize contingency fund for overtime if need be.

Question 41: What are the anticipated monthly other direct costs to be incurred?

Answer 41: See Section 4 – Cost Proposal, page 50 and Article 12 page 100.

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Question 42: Contract Article 4 (page 93) expressly indicates that “the FIRM shall be the County’s principal agent. Please define the scope and responsibilities of the FIRM as the County’s agent.

Answer 42: As County’s agent or representative, the scope is as defined in Section 3.3 – Scope of Work.

Question 43: Contract Article 10 –Exhibit L, entitled “Schedule of Work” is missing in the RFP. The RFP on the web site has Exhibit H and Exhibit J; however, there is no Exhibit L. Please advise the location of Exhibit L.

Answer 43: There is no Exhibit L. Schedule of work is in accordance with scope of work Section 3.3.

CM RFP Questions Fax from '770-988-0300' to 4043355807 from Fred Fatemi, EDT, dated 03/16/06

Question 44: What is the likelihood that the existing PM/CM contract will be extended for the full five years?

Answer 44: NA

Question 45: With the new incorporation of cities in Fulton, is t regional (county-wide) Water and Wastewater Authority being considered to serve the area currently served by the County? If yes, what is the estimated timetable for the creation of a water and wastewater authority and how will that affect this contract?

Answer 45: No impact.

Question 46: the County performs CM in connection with the Johns Creek Environmental Campus project, will the County scale back or eliminate the new CM?

Answer 46: It is possible.

Question 47: Please clarify the legal basis for the prohibitions listed in the RFP Sections 1.8 and 1.9. Do these prohibitions extend to projects removed from the CIP? If yes, please cla.ri& the basis and the duration of these prohibitions.

Answer 47: Current Public Works Transportation PM Team is not eligible to propose on this project.

1.9 – Selected Firm under this proposal is not eligible to perform future works within Water Services Division.

Question 48: Section 3.3 (page 29) — In the event of project cancellation or postponement how will the staff reductions handled? What advance

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notice will the FIRM be provided by the County in such staff changes?

Answer 48: As soon as the County is made aware of the cancellation or postponement.

Question 49: What is the allowable markup by the FIRM on the ODCs included in the labor rates?

Answer 49: See Section 4 Cost Proposal and Article 12 Compensation and Payment for Firm Services.

Question 50: What role will the current PM/CM Contractor play in the CIP transition? Will the County or the current PM/CM be the primary transition interface for the FIRM?

Answer 50: Provide information assistance about the status of existing and projected projects enabling a smooth transition to the selected FIRM. The current PM/CM will be the primary transition interface.

Question 51: The County is requiring certified payrolls for a unit rate-based contract and the unit rates include ODCs. Please clarify the purpose of requiring the certified pay rolls and how the County plans to handle and use the information contained in certified payrolls.

Answer 51: The certified payroll is to be submitted per RFP.

Question 52: Contract Article 4- County, FIRM & Exclusivity — Please explain how the FIRM can be expected to enforce the provision that the staff; after separation, cannot work on any Fulton County Water Services' projects for one year? Are the proposers required to submit in their proposal the employee agreements to the effect for the proposed employees?

Answer 52: Per Article 4, "the FIRM expressly agrees to make...." The FIRM is required to make this a condition of employment or assignment and to inform employees of this Article. The FIRM is not expected to enforce the staff after separation. It is the employees who must follow the agreement and the County will assist in monitoring. No employee agreements need to be submitted.

Question 53: Contract Article 12 (page 103) indicates that a table shall be included with invoices showing the labor cost and the direct expense. Do direct expenses need to be shown, since the costs are already included in the labor rates?

Answer 53: Only the direct expenses that are directed by the County under 3.5 Cost Proposal Format, Item III- Subconsultants, Testing Services, and Capital Direct Purchase allowance need to be shown.

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Question 54: Contract Article 13 (page 105)— The published RFP is missing Exhibit K., entitled ‘Key Personnel Listing’. Please advise the location of Exhibit K.

Answer 54: Exhibit K is your key personnel listing in 3.4 - Technical proposal Format, Item Section 2 – Qualifications and Experience and in 3.5 Cost Proposal Format which should reflect your base year employee classification list. The FIRM will create Exhibit K to be included in the final contract.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

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 30335 by the RFP due date and time **Monday, March 27, 2006, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2006.

Legal Name of Bidder

Signature of Authorized Representative

Title