



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

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National Purchasing Institute



**Jerome Noble, Director**

**Addendum 2**

April 24, 2007

**Re: 07RFPAETS-NH; Standby Architectural & Engineering Team Services**

Dear Proposer:

Attached is one (1) copy of Addendum 2, 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,

A handwritten signature in cursive script, appearing to read "Nancy Harrison".

Nancy Harrison, CPPB  
Assistant Purchasing Agent

## **07RFPAETS-NH; Standby Architectural & Engineering Team Services**

The following information is offered in response to vendor questions or requests for information in regard to the RFP referenced above.

Note: The Cost Proposal Form has been revised and the new form should be used in your proposal submittal.

**Question:** Although the RFP provides a Scope of Work for task-order-based Architectural/Engineering team services, this scope does not list the types of facilities on which this work is expected to take place. In order that bidders may provide past project qualifications most relevant to the County's needs, please elaborate on what types of facilities the County expects services to be performed.

**Answer:** A/E Services could be performed on any County owned facility such as Libraries, Health Centers, Recreation Centers /Parks, Jail & Court facilities, Fire Station, County Airport buildings, Sr. Centers, etc.

**Question:** Section 1-2 of the RFP ("Project Description," page 1-1) indicates that this bid is for a General Services, task-order-based program, yet elements of the Technical Proposal Format and Content (pgs. 3-3 through 3-6) read as though the RFP is soliciting work for a specific project. For example, in Section 2, Project Plan (page 3-3), the RFP asks for "[i]dentification of] major tasks," "cost control milestones," and similar items more applicable to a specific project than to a program. Please confirm that the Project Plan and the Technical Proposal more generally, are intended to present an overall approach and methodology for managing projects under a task-order program rather than a specific project.

**Answer:** Yes, The Project Plan, and the Technical Proposal are intended to present an overall approach and methodology for managing projects under a task-order program. The answer to this question will allow the County to see how the firm awarded the bid will approach a specific project that is assigned.

**Question:** The RFP calls for Technical Proposal Format and Content Section 2, Project Plan (page 3-3), to be 4 pages long, but the specified page limitations for the individual subsections A through D total 5 pages altogether. Please confirm that the Project Plan may be 5 rather than 4 pages.

**Answer:** Yes, The Project Plan may be 5 pages

**Question:** Please clarify which disciplines are included in this program. Since civil and landscape are identified in a separate RFP, should these disciplines be identified in this RFP? Additionally, should security/fire alarm/communications and commissioning be identified, since they have separate RFP's?

**Answer:** Please identify all disciplines as listed in the RFP. For larger projects all disciplines may be needed. For smaller or more specific projects one of the other RFP's may be used.

**Question:** If commissioning is to be included in the program, can this work be performed by the proposed project team or does it have to be performed by an out-of-house consultant?

**Answer:** It should be performed by a third party consultant that did not design the MEP construction documents.

**Question:** Please clarify the term "Fast Track Construction Project System" (page 3-2). Is this term used to signify a phased construction process, an early purchasing system, or some other program?

**Answer:** The Fast Track Construction Project System is managed by the Facility Engineering Division of General Services. The Gordian Group's JOC (Job Order Contracting) system is used to price the work done by our approved Fast Track general contractors. Instead of bidding each renovation project to a GC there is an approved dollar value per year that is in place to do the construction work for the County. This process is like having standby GC's.

**Question:** Are reimbursable expenses to be included in the Hourly Cost Structure or should they be listed separately?

**Answer:** All costs that your firm plans to charge to the County need to be included in the bid.

**Question:** The RFP asks for the Technical Proposal to be submitted in a standard three-hole binder (page 3-4). Is a GPC-bound proposal an acceptable substitute? Additionally, does the three-hole binder format apply to the Cost Proposal and the Office of Contract Compliance Requirements or can these be GPC-bound?

**Answer:** Documents must be and remain securely bound; if this can be accomplished with GPC then it is acceptable.

**Question:** Section 3, "Project Team Qualifications/Qualifications of Key Personnel," Subsection 4 (page 3-4) provides a resume format more applicable to a specific project than to a general-services program. For example, the RFP asks for "previous work experience related to health centers," even though the scope of services is for a variety of facility types.

**Answer:** Previous work experience would be your current or previous projects. Ignore the reference to health care facilities.

**Question:** Additionally, the requested resume format differs between Subsection 1 (also page 3-4) and Subsection 4. For example, Subsection 1 asks for "length of time employed by the firm as a full-time employee," but this is not required per Subsection 4.

**Answer:** Show length of time employed by the firm, even if it were not on a full time bases. Part-time or contract employment may also be noted.

**Question:** To satisfy the County's need for information relevant to a general-services contract, we propose the following resume format: Name, Title, Professional Background, Current and Past Relevant Experience, Length of Time Employed by the Firm, Relevant Training and Education, Project Roles and Responsibilities. Please indicate whether this is an acceptable format or, if not, please clarify the desired format.

**Answer:** The format listed in the RFP is the desired format.

**Question:** The RFP requests that reference be included for each key person on similar projects. Whom do you consider "key personnel"? Are you meaning for each discipline, which

currently totals about 13 personnel? We would like to propose that the references be limited to the Program Manager and Principal(s)-in-Charge.

**Answer:** Please list personnel that your firm feel is key to providing the services requested in this RFP.

**Question:** Section 6, "Availability of Key Personnel," Subsection 1 (RFP page 3-6) reads, "Show percentage of time key personnel will spend on this project during each phase of the project." The Scope of Work of this RFP is for a general-services program, not a specific project. Is it acceptable to list an overall percentage of availability instead of a phase-specific breakdown?

**Answer:** Yes, we are asking for an overall percentage of availability of key personnel since this work is not for a specific project.

**Question:** On page 3-5 of the RFP, Section 4, "Relevant Project Experience" states, "Limit your response to one (1) page per project". However, the 6<sup>th</sup> bullet under "Relevant Project Experience" states to limit the "Budget Performance" information to "one page max." Do you want the Budget Performance information to be for the 3 projects to be identified and highlighted per Section 4, paragraph A., or do you want additional relevant projects? If this information is for the 3 highlighted projects, do you want this information provided on a separate page or on the one-page project write-up?

**Answer:** Yes, the 6<sup>th</sup> bullet under "Relevant Project Experience" for Budget Performance should be limited to one page. All project budget information can be shown on that one page which is separate from the other project information.

**Question:** The Checklist on page 9-3 of the RFP lists "Section 8 – Quality Assurance/Quality Control" as a section to be included under Item 5, Technical Proposal Criteria. However, this section is not listed in the Technical Proposal Format and Content (pgs. 3-3 through 3-6), nor are instructions provided for its inclusion and formatting. Additionally, Quality Assurance/Quality Control is not listed as a Selection Criterion on page 4-1.

**Answer:** On page 3-3 under Section 2 – Project Plan, 2A it states summarize the teams' quality control, cost control, and schedule control measures. Use this same information as you respond to "Quality Assurance/Quality Control" page 9-3

**Question:** Please indicate whether "Quality Assurance/Quality Control" is to be included in the Technical Proposal and, if so: a) provide guidelines for its inclusion and formatting, similarly to the other sections of the Technical Proposal; b) provide a percentage of its importance as a Selection Criterion, similarly to the other items on page 4-1.

**Answer:** See the response above. Concerning Evaluation Criteria, QA/QC is a part of the Project Plan.

**Question:** On page 3-4, Section 3, number 4, in the bullets it asks for current and past relevant experience and then also asks for previous work experience related to health centers. Do you need both? Is health center experience required with a specific project in mind?

**Answer:** Delete previous work experience related to health centers. List current and past relevant project experience.

**Question:** On page 3-4 and 3-5, Section 3, number 5, are we to include Civil Engineer and/or Landscape Design or is that going to the other RFP?

**Answer:** Please include Civil Engineer and Landscape Design. For large projects we will need all disciplines included as listed on pages 3-4 and 3-5. For projects that are smaller or narrower in scope, like landscape design, we would use the Landscape-Civil Survey contract and not the A/E contract.

**Question:** For the cost proposal, do we include or omit Civil Engineer?

**Answer:** Please include Civil Engineer, since this discipline may be needed on a larger project that would be handled by the A/E firm. For large projects we will need all disciplines included as listed on pages 3-4 and 3-5.

For projects that are smaller or narrower in scope, like landscape design, we would use the Landscape-Civil Survey contract and not the A/E contract.

**Question:** On page 3-5, Section 4, letter A, what types of projects are you looking for as the 3 examples since the property tax system requirement does not coincide with the services requested?

**Answer:** Delete reference to property tax system and include the information on 3 of your current and past projects.

**Question:** In the Section 3.3 Scope of Work, Line F, for this project it does not mention FF&E nor Landscaping required. However, for the Project Team Qualifications/Key Personnel section it is asked to be placed in the Organizational Chart. So, the question is, is FF& E and Landscaping required for the team.

**Answer:** Modify to read:

Line F. Services related to minor and/or new construction, renovation and alteration projects to include space planning, handicapped accessibility, project evaluation, electrical, mechanical, structural, civil engineering and landscape designs.

Note: Space planning must include FF&E layouts and specifications. The FF&E layouts and specifications will be bid / procured separately.

Based on the size of the project it may require all of the disciplines listed on p.3-4 and 3-5. Please plan to provide a line item fee for each professional listed.

For projects that are specific, for instance, "Landscaping Projects", then the RFP that addresses Landscaping/Civil/Survey Services will be used instead of this A/E RFP.

The term "Certified" should be deleted from Construction Cost Estimator

**Question:** We need clarification of the percentage of minority and schedules, because there are too many unknowns with this type of contract and we do not know the scope of the future projects at this time, if we are to assume a percentage for minority status for each discipline, how can we determine a structural percentage if the project we do does not require structural? This question also pertains to the schedules.

**Answer:** Your firm should be able to determine if you will perform 100% of the scope or attempt to subcontract a portion of the work. If you are going to subcontract a portion of the work; that portion should be reflected as a percentage.

## REVISED COST PROPOSAL FORM

Proposers are to submit one (1) original and five (5) copies of the sealed cost proposals shall be furnished in a separate package from the technical proposals. The envelope/package **must** be clearly marked on the outside.

- a. Cost proposals shall be completed and submitted on Cost Proposal – Schedule of Fees within this RFP.
- b. The detailed cost proposal shall show the positions and hourly rates for all employees that may be assigned to the work. Hourly rates shall include labor unit costs, multipliers, overhead, and profit.
- c. Following opening of the cost proposals, the County may require clarifications associated with scope and cost assumptions. Clarifications shall be provided by the Proposer within twenty-four hours of written request.
- d. Cost proposals may not be withdrawn, modified, or cancelled for ninety (90) calendar days after the date of submittal. Each respondent agrees to these conditions in submitting its proposal.
- e. This cost proposal will be the basis of cost for individual standby task proposals. The selected firms shall provide a cost proposal prior to program development for each project assigned based upon these rates.
- f. 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.

### Section 2 – Schedule of Fees

This form shall be completed and submitted as the cost proposal. The complete Cost Proposal is to be submitted separately from the Technical Proposal in a sealed envelope.

#### GROUP 1 – ARCHITECTURAL/ENGINEERING TEAM SERVICES:

Position	Hourly Rate (Incl. OH&P)
<b>ARCHITECTURAL SERVICES</b>	
Principals, Licensed	\$ _____ (1.01)
Project Manager, Licensed	\$ _____ (1.02)
Project Architect, Licensed	\$ _____ (1.03)
Project Architect, Not Licensed	\$ _____ (1.04)
Interior Designer	\$ _____ (1.05)
Intern Architect	\$ _____ (1.06)
Draftsman/CADD	\$ _____ (1.07)
Specification Writer	\$ _____ (1.08)
Cost Estimator	\$ _____ (1.09)
Admin. /Clerical	\$ _____ (1.10)
LEED AP (Accredited Professional)	\$ _____
<b>ARCHITECTURAL SERVICES Total Cost</b>	<b>\$ _____</b>

**CIVIL ENGINEERING SERVICES:**

Principals, Registered	\$ _____ (1.11)
Project Engineer, Registered	\$ _____ (1.12)
Project Engineer, (Not Registered)	\$ _____ (1.13)
Designer	\$ _____ (1.14)
Draftsman/CADD	\$ _____ (1.15)
Admin. /Clerical	\$ _____ (1.16)
LEED AP (Accredited Professional)	\$ _____
<b>CIVIL ENGINEERING SERVICES Total Cost</b>	\$ _____

**STRUCTURAL ENGINEERING SERVICES:**

Principals, Registered	\$ _____ (1.17)
Project Engineer, Registered	\$ _____ (1.18)
Project Engineer, (Not Registered)	\$ _____ (1.19)
Designer	\$ _____ (1.20)
Draftsman/CADD	\$ _____ (1.21)
Admin. /Clerical	\$ _____ (1.22)
LEED AP (Accredited Professional)	\$ _____
<b>STRUCTURAL ENGINEERING SERVICES Total Cost</b>	\$ _____

**MECHANICAL ENGINEERING SERVICES:**

Principal, Registered	\$ _____ (1.23)
Project Engineer, Registered	\$ _____ (1.24)
Project Engineer, (Not Registered)	\$ _____ (1.25)
Designer	\$ _____ (1.26)
Draftsman/CADD	\$ _____ (1.27)
Admin./Clerical	\$ _____ (1.28)
LEED AP (Accredited Professional)	\$ _____
<b>MECHANICAL ENGINEERING SERVICES Total Cost</b>	\$ _____

**ELECTRICAL ENGINEERING SERVICES:**

Principals, Registered	\$ _____ (1.29)
Project Engineer, Registered	\$ _____ (1.30)
Project Engineer, (Not Registered)	\$ _____ (1.31)
Designer	\$ _____ (1.32)
Draftsman/CADD	\$ _____ (1.33)
Admin. /Clerical	\$ _____ (1.34)
LEED AP (Accredited Professional)	\$ _____
<b>ELECTRICAL ENGINEERING SERVICES Total Cost</b>	\$ _____

**PLUMBING ENGINEERING SERVICES:**

Principals, Registered	\$ _____ (1.35)
Project Engineer, Registered	\$ _____ (1.36)
Project Engineer, (Not Registered)	\$ _____ (1.37)
Designer	\$ _____ (1.38)
Draftsman/CADD	\$ _____ (1.39)
Admin. /Clerical	\$ _____ (1.40)
LEED AP (Accredited Professional)	\$ _____
<b>PLUMBING ENGINEERING SERVICES Total Cost</b>	\$ _____

**07RFPAETS-NH; Standby Architectural & Engineering Team Services**

**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 May 7, 2007, 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

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

\_\_\_\_\_  
Title