DeKalb County
GEORGIA

April 6, 2023

TO: All Bidders under **RFP No. 23-500641, Architectural and Engineering (A/E) Services for Recreation, Parks and Cultural Affairs (RPCA)**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. # 2

Request for Proposals (RFP) No.: 23-500641, Architectural and Engineering (A/E) Services for Recreation, Parks and Cultural Affairs (RPCA), is hereby amended as follows:

1. **DELTE** Page 57 and **REPLACE** with enclosed **Revised Page 57,** Exhibit I – Sample Work Authorization Form included in this Addendum.

2. We have received questions pertaining to this Request for Proposals. The questions and their resulting answers appear below:

A. ***Question***: Is there an available breakdown by percentage as to the average utilization of each task per year? Eg annually how much Engineering, Architecture, Surveying, Historic etc by %.

Answer:. There is currently not a breakdown available to share. The highest percentage of work is engineering and architecture which does require survey, construction document preparation, technical specifications, cost estimating, and construction administration. The next highest percentages of work are for stormwater, i.e. stream restoration, lake and dams, etc, then master planning services. At any time, work requested may adjust since the tasks assigned are based on available funds.

B. ***Question***: On RFP Page 10 – 3c, is the reference to the Project Development Process intended to mean GDOT PDP or the general project development process used by the county?

Answer:. The reference is to the general project development process that the consultant will use for the work. However, the process that the consultant uses may be the same process.

C. ***Question***: Do all subconsultants need to complete the Attachment D references form (as indicated by page X of RFP) or just the LSBE subconsultant team members (as indicated on the top of the Attachment D form)?

Answer:. Only your Certified LSBE subcontractors must complete Attachment D, LSBE Subcontractor Reference and Release Form. The use of additional non-LSBE subcontractors is the responsibility of the Prime to validate references of non-LSBE subcontractors.

D. ***Question***: How should the percentage of work for LSBE firms be shown on Attachment E – Exhibits A & B? As this is an on-call contract, this will vary by each assignment's scope of work.

> ***Answer:*** It is the responsibility of each proposer to list the expected percentage of work equal to or greater than 20% on Attachment E – Exhibits A&B. The proposer can list an expected percentage and acknowledge on the form that the contract is "on-call" and subject to the issuance of a work request.

E. ***Question***: Please confirm that if a percentage of work is indicated on Attachment E – Exhibits A & B this is not seen as a reference to the separately contained cost proposals.

> ***Answer:*** Yes, only a percentage of work to be completed by the vendor should be written in this area. Do NOT include a dollar amount on this form or your bid will be deemed non-responsive.

F. ***Question***: Some of the LSBE subconsultants we have enlisted for our team state they do not have a copy of the DeKalb LSBE license. Who should they contact to get that? Is documentation of the LSBE database sufficient to attach to Attachment E - Exhibit B in lieu of the license?

> ***Answer:*** The DeKalb First – LSBE Office does not issue a license. Certified LSBE companies receive a certification letter listing the approval and certification expiration dates. The LSBE Certified Vendors List listed on the County's website does list the certification type and expiration dates.

G. ***Question:*** Item C under "6. Organizational Qualifications:" *Show experience with major design, construction, and renovation, particularly regarding parks and recreation facilities …"* Is this the same as the information requested in Item B?

> ***Answer:*** The information requested under Item C is to highlight park projects. The information requested under Item B is for **any** work experience as an Architecture or Engineering firm which may be relevant.

H. ***Question:*** Should Attachment A Cost Proposal be submitted only for the proposing firm and include subcontractor rates or should separate Cost Proposal tables be submitted for each subconsultant?

> ***Answer:*** Only one (1) Cost Proposal form should be submitted with the proposal response that includes the rates for the Team being proposed.

I. ***Question:*** Can the County provide more details on the role of Contract Administrator and what they envision for this role?

Answer: The contract administrator works alongside the principle in charge to ensure that the requirements of the contract relating to Work Authorizations, proposals, change orders, insurance, LSBE participation, purchase orders, and invoices are kept up to date. The principal in charge and contract administrator may be the same individual.

J. ***Question:*** Does the County anticipate geotechnical services under this contract?

Answer: Yes, we anticipate geotechnical services under this contract.

K. ***Question:*** Can firms include DeKalb County staff as a reference? If so, what are the max number of DeKalb County references that can be used?

Answer: Yes, you may utilize DeKalb County staff as a reference, provided that they were the contact for your project. We require that you limit your reference of DeKalb County to one (1) project per department.

L. ***Question:*** Can 11x17 sheets be used in the proposal for items such as the org chart or other graphical items?

Answer: Yes.

M. ***Question:*** How will the 20% LSBE requirement be weighted and calculated?

Answer: Page 24 of the solicitation provides for the weighted calculation of LSBE participation.

N. ***Question:*** 7. Can cover letters be included the technical proposal?

Answer: Yes.

3. It is the responsibility of each proposer to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Jennifer Schofield, Senior Procurement Agent, 404.687.4042 or via email jjschofield@dekalbcountyga.gov; before the Proposals are due to confirm the number of addenda issued.

4. All other conditions remain in full force and effect.

Jennifer Schofield

Jennifer Schofield, NIGP-CPP
Senior Procurement Agent
Department of Purchasing and Contracting

RFP No. 23-500641,
Architectural and Engineering (A/E) Services for Recreation, Parks and Cultural Affairs (RPCA)

ACKNOWLEDGMENT

Date: _____

The above Addendum #2 is hereby acknowledged:

_____
(NAME OF FIRM)

_____ _____
(Name and Signature) (Title)

jjs/DR

WORK AUTHORIZATION FORM

DEKALB COUNTY, GEORGIA

TO:

Work Authorization No. _____

Submittal Date _____

Date to Commence Services _____

Date of Completion _____

SUBJECT: Work authorization for:

Project Name: _____

Project Number: _____

Award Number: _____

Contract Number: _____

You are hereby authorized to perform the project scope of work services (attached as exhibit A) in accordance with the above referenced Contract executed

Payment will be in accordance with the above referenced Contract, as applicable.

Total Not to Exceed Cost - $ _____

Agreed as to scope of services, time, schedule, and cost, this __ day of _____, 20___

DEKALB COUNTY, GEORGIA

By:_____ By:_____

SAMPLE