

October 16, 2019

**TO:** All Bidders under **RFP No. 19-500526, Architecture and Engineering Services for the Renovation and Development of the 178 Sams St. Facility**

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

**ADDENDUM NO. # 1**

**Request for Proposals (RFP) No.: 19-500526, Architecture and Engineering Services for the Renovation and Development of the 178 Sams St. Facility**, is hereby amended as follows:

1. The questions received and their resulting answers pertaining to this RFP appear below:

**A. Question:** Can you verify the state of the existing mechanical and electrical systems?

**Answer:** DeKalb County is replacing the rooftop HVAC units and refurbishing the cooling tower. The condition of the existing mechanical and electrical systems on each floor is “fair” and each floor will require upgrades.

**B. Question:** Can you confirm the electronic file type for As-Builts (AutoCAD, BIM)?

**Answer:** Scanned PDF files.

**C. Question:** Are required forms included in the page count?

**Answer:** No

**D. Question:** Are covers and tabs included in the page count?

**Answer:** No

**E. Question:** How many departments are anticipated going into each building and the number of staff in each department?

**Answer:** Building 1 – Planning and Sustainability and GIS will take up two floors with approximately 180 employees. Other spaces to be designed for typical business office functions.

**F. Question:** Are there initial ideas at which departments going into each building?

**Answer:** At this time: Building 1 – Planning and Sustainability and GIS will take up two floors. Other spaces to be designed for typical business office functions.

G. **Question:** Can a list of the departments and current staff levels be made available?

**Answer:** See Answer E.

H. **Question:** We understand this will be a “Gut Job.” Can it be assumed that all the existing interior partition systems will be demolished to accommodate the new County functions and departments?

**Answer:** Yes, with the exception of building core areas.

I. **Question:** While there are no upgrades planned for the exterior, will the buildings need to be upgraded to meet current energy standards and therefore need to accommodate continuous insulation?

**Answer:** Unknown at this time. Once the code analysis by the AE is completed upgrades may be required that must meet applicable code requirements.

J. **Question:** Per the Pre-Proposal discussions we understand there are current upgrades to systems within the facility being implemented – should we anticipate the capacities of the new major equipment will accommodate the renovated space and uses?

**Answer:** Yes.

K. **Question:** Should we anticipate all land disturbance and building permitting will be through Dekalb County?

**Answer:** No. The property is located in Tax District 92- Decatur. Permitting will be initiated in the City of Decatur.

L. **Question:** For the “Project 3” that is the new building, are there two phases expected? The first phase to do initial feasibility to identify if a building is even possible- and if possible - would a second phase of project 3 include survey and geotechnical studies to inform further on the feasibility and cost of constructing a new facility on the campus at Sam St?

**Answer:** Yes, Project 3 will contain two phases, but the second phase is not included in these Scopes of Work. The second phase would include survey and geotechnical studies but will be retained directly by DeKalb County. A/E will coordinate with the providers.

M. **Question:** Is the county desiring the renovation and planning for new buildings to be LEED Certified?

**Answer:** No.

- N. **Question:** Geotechnical, Site Surveying and Environmental Assessment are often provided by the Owner and are not within the design team contract. Is it the intent of this project that Geotechnical, Site Surveying and Environmental Assessment services be provided by the successful proponent within the design team contract?

**Answer:** No. The Geotechnical, Site Surveying and Environmental Assessment Services would be retained directly by DeKalb County. A/E will coordinate with the providers.

- O. **Question:** We would like to know if an FF&E budget has been established by the County in association with the referenced RFP?

**Answer:** Yes. Building 1 Furniture (FFE) preliminary budget: \$1,100,000

- P. **Question:** The question we had concerned the contract that is part of the RFP. Our insurance carrier reviewed it and pointed out numerous paragraphs that are uninsurable as they are written. The question would be, is the language indicated in the sample contract negotiable?

**Answer:** Any requested changes to the County Contract **MUST** be submitted in the Appendix of the response in as required on page 14, Section V. Contract Administration, A.

- Q. **Question:** What County Departments are in the current facilities? What County Departments will occupy the 178 Sams Street Facility?

**Answer:** The Division of Family and Children Services is currently leasing the facility from DeKalb County. At this time: Building 1 – Planning and Sustainability and GIS will take up two floors. Other spaces to be designed for typical business office functions.

- R. **Question:** Is there and overall construction or project budget established, and can that be shared?

**Answer:** Building 1 Demolition and Construction preliminary budget: \$7,200,000  
Building 1 Furniture (FFE) preliminary budget: \$1,100,000

- S. **Question:** Can you elaborate on the AV/ Security scope of work? Do you anticipate having any of the following: video conferencing, Smart Boards, projectors, smart card readers, security cameras?

**Answer:** Yes, it is assumed video conferencing, Smart Boards, projectors, smart card readers, and security cameras will be required.

T. **Question:** Are there any current County design guidelines or design standards that can be shared?

**Answer:** No.

U. **Question:** Please clarify requirements for Move Coordination scope? What involvement will the County have? Where on the Cost Form should this Fee be included?

**Answer:** The scope is limited to general coordination with the owner. Fees to be included with construction administration phase.

V. **Question:** Is there a Furniture budget?

**Answer:** Building 1 Furniture (FFE) preliminary budget: \$1,100,000

W. **Question:** Is there an AV Equipment budget?

**Answer:** No.

X. **Question:** Will the AE be responsible for providing geotechnical report as part of Project 3?

**Answer:** No. The Geotechnical Services would be retained directly by DeKalb County. A/E will coordinate with the provider.

Y. **Question:** Does the County have any sustainable goals, initiatives or requirements?

**Answer:** No.

Z. **Question:** Has a construction budget been established for the renovation of the two buildings?

**Answer:** Building 1 Demolition and Construction preliminary budget: \$7,200,000  
Building 1 Furniture (FFE) preliminary budget: \$1,100,000


AA. **Question:** Does the 25 page limitation for the submitted proposals include the required forms?

**Answer:** No.

**BB. Question:** . In the 87 pages of your RFP it does not indicate the proposed construction budget of the renovation of buildings 1 and 2. Can you provide that budget number for us so that we can precisely calculate the fees requested in the RFP? Renovation costs can vary as much as 300% based on the amount and degree of renovation. Knowing the renovation budget would help us understand the amount and degree of work you envision and will allow you to obtain a valid and comparative fee from the respondents.

**Answer:** Building 1 Demolition and Construction preliminary budget: \$7,200,000  
 Building 1 Furniture (FFE) preliminary budget: \$1,100,000

2. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call Jennifer Schofield, Procurement Agent, 404.687.4042; before the Proposals are due to confirm the number of addenda issued.
  
3. All other conditions remain in full force and effect.

  
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 Jennifer Schofield  
 Procurement Agent  
 Department of Purchasing and Contracting

**ACKNOWLEDGMENT**

**RFP No. 19-500526, Architecture and Engineering Services for the Renovation and Development of the 178 Sams St. Facility**

Date: \_\_\_\_\_

The above Addendum #1 is hereby acknowledged:

\_\_\_\_\_  
 (NAME OF FIRM)

\_\_\_\_\_  
 (Name and Signature)

\_\_\_\_\_  
 (Title)

jjs/DR