



ADDENDUM NO. 2

July 22, 2021

TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSALS (RFP) NO. 21-500570

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia
For additional information, go to: www.dekalbcountyga.gov/formalbids

SUBJECT: RFP NO.20-500558, “**On Call Architect and Engineering Design Services**” is hereby modified as follows:

A. We have received questions pertaining to this RFP. The questions and their resulting answers appear below:

1. **Question:** Could we [the potential responders] be provided with a list of potential and/or funded projects for this RFP so that we can staff our sub-consultants appropriately?

Answer: Typical projected projects are as follows:

- Senior Centers
- Recreation Centers
- Fire Stations
- Office Building Renovations
- Departmental Relocations – Police, Fire, IT, etc.
- Master Planning
- Partial Building Renovations – Lobbies, Auditoriums, Classrooms, Offices, etc.
- Small Office Renovations and Revised Layouts
- Building Access Modifications

2. **Question:** Is there a maximum page count for this RFP?

Answer: No.

3. **Question:** What services are you considering under “Subcontractor Team”? Page 9, Item 6c. Would this be disciplines such as Landscape Architecture and wayfinding, since all others would fall under Engineering?

Answer: This would include consultants such as:

- Kitchen Consultant
- Cost Estimators
- Landscape Architects
- Any other specialty consultant

4. **Question:** Is the item on Page 10, item 7g. the same information requested on page 10 item 8? If so, please advise if we need it in both locations or which one we would add it to.

Answer: Item 7g. does refer to the same information requested in Item 8 [Financial Responsibility]. The information should be provided in the Financial Responsibility criteria section of your response.



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5. **Question:** Is the item on Page 10, item 7h. the same information requested on page 10 item 9? If so, please advise if we need it in both locations, which one should we add it to?
Answer: Item 7h. does refer to the same information requested in Item 9 [References]. The information should be provided in the References criteria section of your response on the “Attachment C – Contractor Reference and Release Form” found on page 22 of the RFP.
6. **Question:** The Exhibit B of attachment E already has a project name and ITB number. Is this correct or should it be blank?
Answer: Exhibit B, Page 32 of this RFP is incorrect and a **Replacement page** 32 is included herein.
7. **Question:** Can you please confirm that, after Attachment B (*Proposal Cover Sheet*), the first section that is required in our Technical Proposal is the *Technical Approach*, item #4 on the top of page 9 of the RFP?
Answer: Yes.
8. **Question:** Attachment A states the Compensation Schedule “must be submitted in a separate, sealed envelope with the Responder’s Technical Proposal.” However, Section IV. B. on page 12 states that, for the 5 required flash drives, each one requires “an identical copy of the Technical Proposal, *inclusive* of the signed Compensation Schedule, Attachment A...” The word ‘inclusive’ implies that the Technical Proposal should be combined with the Compensation Schedule. Please clarify if these 2 pieces should be together or separate.
Answer: The word inclusive means that the Compensation Schedule must be included on the ‘flash’ drives.
9. **Question:** On page 9, section 7a (*Firm Experience*) states “Provide a minimum of three (3) examples that demonstrate Responder's experience with *projects* similar in Project Type and Project Scope.” Can you please confirm if you are in fact requesting individual projects per the definitions of ‘type’ and ‘scope’ on page 8? Or would you prefer we show experience with on call contracts with projects (task orders) within each for our 3 examples?
Answer: They can be either individual projects or On-Call contract experience.
10. **Question:** Is the financial statements requested for Section 7g (page 10) a duplicate of the financial statements requested for Section 8 (page 10).
Answer: See Response to Question 4 above.
11. **Question:** Please confirm that the references requested for Section 7h (page 10) is a duplicate of the references requested for Section 9a (page 10).
Answer: See Response to Question 5 above.



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12. **Question:** Regarding section C5 on page 6 (*Construction Administration Services*) – we typically do not perform detailed cost estimates during the construction phase as a basic design service but can review.
Answer: Change section C5, page 6, Construction Administration Services to read “review and update the detailed cost estimate.
13. **Question:** Regarding section D on page 6 (*Potential Design Services*) – are soils testing and surveying services included or does the County prefer their own vendor? We would like to consider using our LSBE partners for this service to meet the 20% participation goal.
Answer: DeKalb County has its own on-call soils and materials testing consultants as well as surveying services. This work is not included under the Architect’s Fee Schedule (Compensation Schedule Form).
14. **Question:** Attachment F, Sample County Contract – Should this be included in the proposal and state “No exception to the contract”?
Answer: You do not need to submit the Sample County Contract with your response; however, you should submit a document/statement that addresses “Exceptions to the Standard County Contact”.
15. **Question:** Attachment A, Compensation Schedule – Should this be included in the electronic copies of the submittal since it must be “submitted in a separate, sealed envelope” for the hardcopy proposal?
Answer: See response to Question 8 above.
16. **Question:** [Section] III. Proposal Format, 7. Organizational Qualifications – This section asks for financial statements (G) and References on Attachment C (H), however both of those items are also listed again as a separate section under #8 and #9. Should this information be provided twice?
Answer: See responses to Questions 4 and 5 above.
17. **Question:** Is it permitted to have an additional tab for forms and other required documentation that does not have a specified location in the response? (ex. Attachment E, business licenses, addendum, etc.)
Answer: Yes; be sure to clearly identify the information included.
18. **Question:** If firm is submitting as a JV, are there any limits to the number of required projects that can be shown for each company of the JV?
Answer: No, but keep the information relevant and responsive.
19. **Question:** Our JV consists of 3 companies, one of the JV companies was not able to attend the mandatory LSBE meeting, but the other two companies did attend; is there a problem with all three companies being together as JV prime?
Answer: No. Providing all JV documentation is provided for all three (3) companies.



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20. **Question:** Due to the ongoing challenges of the Pandemic as it is effecting administrative personnel, we would like to request a 2-week extension on the deadline?
Answer: Reference Addendum No. 1 provided for a one (1) week extension.
21. **Question:** Is it necessary to have a Federal ID number for a JV by the submittal deadline?
Answer: Yes.
22. **Question:** What is the estimated capital budget for facilities renovation and construction over the 5-year life of this A/E contract?
Answer: Approximately \$60 million dollars.
23. **Question:** Are there any Architects/Engineers currently under contract with DeKalb that are or may be prohibited from performing A/E work under this future contract due to conflicts of interest?
Answer: There are not any that we are aware of. Any concerns would need to be addressed specifically.
24. **Question:** Would you consider a two-week postponement to the proposal due date, due primarily to on-going impacts that COVID-19 has on remote proposal staff especially in small companies?
Answer: See response to Question 20 above.
25. **Question:** Regarding the First Source Jobs Ordinance forms, Exhibit 3 (page 57 of the On Call RFP), copy of job description line; if we're hiring from DeKalb County's First Source Jobs database, wouldn't you have that description, as opposed to us having it? Or are you asking us to print/PDF the description from DeKalb County's First Source database?
Answer: The *First Source Registry* only consists of the individuals who are registered and not job descriptions. The job description is something the bidding vendor would provide; because each bid and contract is unique, WorkSource would need a job description to reflect that. In the event you decide to add on staff, if awarded the contract, this will assist us in sourcing candidate(s) that best meet your criteria.
26. **Question:** Item D on page 6 lists the potential design services that may be required by the County during the term of the Agreement. However, Geotechnical Engineering, Environmental Engineering, Surveying, and Subsurface Utility Engineering (SUE) are not included among them, which are commonly associated with the Pre-Preliminary Design Services. Does the County foresee the need for any of these services associated with your anticipated upcoming projects and, if so, which ones should be included in our submittal – or, does the County have other means or resources available to provide them, as needed?
Answer: DeKalb County has its own on-call soils and materials testing consultants as well as surveying services. This work is not included under the Architect's Fee Schedule (Compensation Schedule Form).



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27. **Question:** Should the prime consultant include environmental, geotechnical, and topo/boundary services?
Answer: See response to Question 27 above.
28. **Question:** Should the prime consultant include material testing services?
Answer: See response to Question 27 above.
29. **Question:** Is there a page limit for the overall proposal response or each individual section of the Technical Proposal?
Answer: No
30. **Question:** Section III. B. Proposal Format, Technical Proposal, section 7.a, Organizational Qualifications, Firm Experience, is there a limit to number of representative projects?
Answer: No, but keep the information relevant and responsive.
31. **Question:** Section III. B. Proposal Format, 7c. Work Experience. Please be more specific on the work product you are requesting: studies, preliminary drawings, construction drawings (complete or partial), specifications (complete or partial)– all? Is there a limit to this information requested?
Answer: This should be partial and somewhat limited; it is an opportunity to strategically showcase your best work.
32. **Question:** Section III. B. Proposal Format, 7.d, Firm Size and Workload – if a firm has multiple offices that will support the work under this Contract, are you requesting information on ALL offices, or only the local office?
Answer: Only provide information on team members that are most likely to be assigned to DeKalb County projects.
33. **Question:** (a) Attachment H, First Source Jobs Ordinance, Exhibit 1,2,3 – are these forms required to be completed with proposal submission if the submitting firm has already staff capacity to execute the contract? (b) Do these forms apply to both the prime and all sub firms?
Answer: (a) Yes, indicate N/A if the specific form does not apply. (b) Prime only.
34. **Question:** Is the item on Page 9, Project Management, 5.e. a duplicate of 5.c? Are we to respond to both?
Answer: Yes they are duplicate questions. Only respond once.
35. **Question:** Regarding, Page 10, Organizational Qualifications, 7.c., Bound Specifications; are the expectations that we submit an example of a previous projects specification manual? Please clarify. And if so, are they to be bound separately from the technical proposal?



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Answer: . Yes, it should be partial and somewhat limited and provide an opportunity to strategically showcase your best work; it is not necessary to “bound” manual.

36. **Question:** As Prime, is it acceptable to propose multiple consultants on our overall team? And then choose the best suited team for each individual project as task orders are issued?

Answer: . Yes.

37. **Question:** Regarding fee schedule provided in the RFP: do the proposed fees for new construction additions and renovation include all phases of a proposed project (programming, schematic, construction administration, etc.)?

Answer: Reference Compensation Schedule included in RFP, pages 17 – 20.

38. **Question:** The RFP included Attachment G Responder Affidavit, should Attachment F be the Subcontractor Affidavit, instead of the sample contract?

Answer: No.

- B. All other conditions remain in full force and effect.
- C. It is the responsibility of each Responder to ensure that he/she is aware of all Addenda issued under this RFP. You may email Brenda Redus at bredus@dekalbcountyga.gov before the proposals are due to confirm the number of addenda issued.
- D. All responders under this Request for Proposals must acknowledge receipt of this Addendum included in their response only.

Brenda H. Redus

Brenda H. Redus, Senior Procurement Agent
Department of Purchasing and Contracting

ADDENDUM NO. 2, RFP 21-500570

“REVISED” EXHIBIT B (page 32)

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
PROVIDING MATERIALS OR SERVICES**

Instructions:

1. Complete the form in its entirety and submit with bid documents.
2. Attach a copy of the LSBE's current valid Certification Letter.

To: _____
(Name of Prime Contractor Firm)

From: _____ **□ LSBE –DeKalb □ LSBE –**
MSA _____
(Name of Subcontractor Firm) **(Check all that apply)**

RFP Number: 21-500570

Project Name: On Call Architect and Engineering Design Services

The undersigned subcontractor is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided).

Description of Materials or Services	Project/Task Assignment	% of Contract Award

Prime Contractor

Sub-contractor

Signature: _____ **Signature:** _____

Title: _____ **Title:** _____

Date: _____ **Date:** _____



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ACKNOWLEDGEMENT

The above Addendum No. 2 is hereby acknowledged:

Company Name

Signature & Title

DR
DR:bhr

Signature: *Delois Robinson*

Email: drobinson@dekalbcountyga.gov

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Final Audit Report

2021-07-22

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