



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2007 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**Jerome Noble, Director**



March 24, 2008

Re: 08RFP030608NH-K; 2008 Standby Transportation Engineering Services

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 08RFP030608NH-K; 2008 Standby Transportation Engineering Services.

Except as provided herein, all terms and conditions in the 08RFP030608NH-K; 2008 Standby Transportation Engineering Services referenced above remain unchanged and in full force and effect.

Sincerely,

Nancy Harrison, CPPB

Attachments

**08RFP030608NH-K: 2008 Standby Transportation Engineering Services  
Addendum No. 1  
Page Two**

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

**See Attachments**

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Fulton County Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time.

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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

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

\_\_\_\_\_  
Title

**SECTIONS 1-9**

<b>1.0</b>	<b>INTRODUCTION</b> .....	1-1
1.1	Purpose .....	1-1
1.2	Project Description .....	1-1
1.3	Purchasing the RFP .....	1-1
1.4	Pre-Proposal Conference .....	1-1
1.5	Proposal Due Date .....	1-2
1.6	Delivery Requirements .....	1-2
1.7	Contact Person and Inquiries .....	1-2
<b>2.0</b>	<b>INSTRUCTIONS TO PROPOSERS</b> .....	2-1
2.1	Procurement Process .....	2-1
2.2	Contract Definitions .....	2-1
2.3	No Contact During Procurement Process .....	2-1
2.4	Clarification & Addenda .....	2-2
2.5	Term of Contract .....	2-3
2.6	Required Submittals .....	2-4
2.7	Proposal Evaluation .....	2-4
2.8	Disqualification of Proposers .....	2-4
2.9	Reserved Rights .....	2-4
2.10	Applicable Laws .....	2-4
2.11	Minimum Participation Requirements for Prime Contractors .....	2-5
2.12	Insurance and Risk Management Provisions .....	2-5
2.13	Accuracy of RFP and Related Documents .....	2-5
2.14	Responsibility of Proposer .....	2-5
2.15	Confidential Information .....	2-5
2.16	County Rights and Options .....	2-6
2.17	Cost of Proposal Preparation and Selection Process .....	2-8
2.18	Termination of Negotiations .....	2-8
2.19	Wage Clause .....	2-8
2.20	Additional or Supplemental Information .....	2-8
2.21	Reporting Responsibilities .....	2-8
2.22	Georgia Security and Immigration Compliance .....	2-9
<b>3.0</b>	<b>PROPOSAL REQUIREMENTS</b> .....	3-1
3.1	Submission Requirements .....	3-1
	3.1.1 Proposal Submission Date and Submittal Format .....	3-1
	3.1.2 Number of Copies .....	3-2
3.2	Overview of Proposal Requirements .....	3-2
3.3	Scope of Work .....	3-2
3.4	Technical Proposal Format and Content .....	3-21
3.5	Cost Proposal Format and Content .....	3-23
<b>4.0</b>	<b>EVALUATION CRITERIA</b> .....	4-1
4.1	Proposal Evaluation Selection Criteria .....	4-1

<b>5.0</b>	<b>PROPOSAL FORMS</b> .....	5-1
5.1	Introduction .....	5-1
5.2	Proposal Forms Description.....	5-2
5.2.1	Form A - Certification Regarding Debarment	
5.2.2	Form B - Non-Collusion Affidavit of Bidder/ Offeror	
5.2.3	Form C - Certificate of Acceptance of Request for Proposal Requirements	
5.2.4	Form D - Disclosure Form and Questionnaire	
5.2.5	Form E - Declaration of Employee-Number Categories	
5.2.6	Form F – Georgia Security and Immigration Contractor Affidavit and Agreement	
5.2.7	Form G – Georgia Security and Immigration Subcontractor Affidavit	
<b>6.0</b>	<b>CONTRACT COMPLIANCE REQUIREMENTS</b> .....	6-1
6.1	Non-Discrimination in Contracting and Procurements .....	6-1
6.2	Required Forms and EBO Plan .....	6-2
6.2.1	Exhibit A – Promise of Non-Discrimination	
6.2.2	Exhibit B – Employment Report	
6.2.3	Exhibit C – Schedule of Intended Subcontractors	
6.2.4	Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Service	
6.2.5	Exhibit E – Declaration Regarding Subcontracting Practices	
6.2.6	Exhibit F – Joint Venture Affidavit	
6.2.7	Exhibit G – Prime Contractor/Subcontractor Utilization Report	
<b>7.0</b>	<b>INSURANCE AND RISK MANAGEMENT PROVISIONS</b>	
<b>8.0</b>	<b>SAMPLE CONTRACT</b>	
<b>9.0</b>	<b>EXHIBITS</b>	
	Exhibit 1 – Required Bid Submittal Check List	
	Exhibit 2 – Unit Cost Proposal and Hourly Billing Rate Schedule	

## SECTION 9 EXHIBITS

- ***Exhibit 1 - Required Submittal Check List***
- ***Exhibit 2 - Cost Proposal and Hourly Billing Rate Schedule***

## EXHIBIT 1 - Required Submittal Check List for Request to Proposal (RFP)

The following submittals shall be completed and submitted with each proposal (see table below "Required RFP Submittal Check List"). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required documents may deem your proposal non-responsive.

Submit one (1) Original proposal and five (5) **complete** copies including all required documents.

Item #	Required Bid Submittal Check List	Check (√) (if applicable)	Check (√) (completed)
1	One (1) Proposal marked " <b>Original</b> ", and five ( 5 ) copies		
2	Technical Proposal		
3	Cost Proposal ( <b>submitted in a separate sealed envelope</b> )		
4	Acknowledgement of each Addendum		
5	Technical Evaluation Factors Project Plan Executive Summary Qualifications of Key Personnel Relevant Project Experience Financial Information ( <b>submitted in a separate sealed envelope</b> ) (1) Annual Report and financial statement for last 3 yrs, income statements, balance sheets, change in financial position. (2) Latest quarterly financial report, description of material, changes in financial position since the last annual report. (3) Most recent Dun & Bradstreet and/or Value Line Reports or other credit ratings/report. Availability of Key Personnel Location of Firm (1) Copy of occupational tax certificate (business license) or (2) Copy of lease or rental agreement		
6	Purchasing Forms Form A - Certificate Regarding Debarment Form B - Non-Collusion Affidavit of Bidder/Offeror Form C - Certificate of Acceptance of Request for Proposal requirements Form D - Disclosure Form & Questionnaire Form E - Declaration of Employee-Number Categories Form F - Georgia Security and Immigration Contractor Affidavit and Agreement Form G - Georgia Security and Immigration Subcontractor Affidavit		
7	Office of Contract Compliance Requirements (submitted in a separate sealed envelope) Exhibit A - Promise of Non-Discrimination Exhibit B - Employment Record Exhibit C - Schedule of Intended Subcontractor Utilization Exhibit D - Letter of Intent to Perform as Subcontractor Exhibit E - Declaration Regarding Subcontractor Practices Exhibit F - Joint Venture Disclosure Affidavit Equal Business Opportunity Plan (EBO Plan)		
8	Risk Management Insurance Provisions Form		
9			

## Exhibit 2 – Cost Proposal and Hourly Billing Rate Schedule

Complete this table and insert in separate sealed cost proposal envelope. All projects assigned shall be based upon a dollar per hour rate (i.e. engineering design, plan preparation, inspections, traffic studies). The PROPOSER will include his/her fees as outlined below. This proposal provides a pricing structure which includes both water and sewer line design.

CLASSIFICATION	DESCRIPTION	Estimated Hours	HOURLY BILLING RATE	Extended Price
Engineer Principal	Manages company-wide engineering operations and projects	40	\$ /hr	\$
Project Manager	Manages execution of multidisciplinary project(s)	80	\$ /hr	\$
Project Engineer	Lead engineer on multidisciplinary project(s)	80	\$ /hr	\$
Construction Manager	Directs construction administration services	80	\$ /hr	\$
Senior Engineer	Organizes and leads engineering design team in his/her discipline	300	\$ /hr	\$
GA Registered Engineer	Independently performs conventional engineering tasks	300	\$ /hr	\$
E.I.T Engineer	Conducts limited and specific engineering tasks	500	\$ /hr	\$
Engineering Technician / CAD Operator	Performs routine design procedures under direction of an engineer / Performs computerized drafting under supervision of engineer	600	\$ /hr	\$
Sr. Resident Inspector	Monitors compliance of construction with plans & specifications	1000	\$ /hr	\$
Administrator / Secretary	Performs administrative, clerical, and accounting functions	64	\$ /hr	\$
Geotechnical Allowance				\$25,000
Survey Allowance				\$10,000
<b>TOTAL</b>				\$