



Fulton County, GA

Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

July 27, 2011

RE: 11RFP78732K-NH Furniture, Fixtures & Equipment (FF&E) Consultant Services for Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced RFP number **11RFP78732K-NH Furniture, Fixtures & Equipment (FF&E) Consultant Services for Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions.**

Except as provided herein, all terms and conditions in the RFP number **11RFP78732K-NH Furniture, Fixtures & Equipment (FF&E) Consultant Services for Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions** referenced above remain unchanged and in full force and effect.

Sincerely,

Nancy Harrison, CPPB
Assistant Purchasing Agent

Attachment: Appendix 2

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11RFP78732K-NH Furniture, Fixtures & Equipment (FF&E) Consultant Services for
Eight (8) New Branch Libraries & Two (2) Library Renovations/Expansions
Addendum No. 1

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the bid package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **August 3, 2011 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2011.

Legal Name of Bidder

Signature of Authorized Representative

Title

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted.

Clarifications

1. Add the following to RFP Section 2:
 - 2.29 SUBSTITUTION OF APPROVED KEY TEAM MEMBERS:
 - 1.1 The County will select the FF&E Consultant to perform the services contemplated under this solicitation based, in part, on the past successful experience and expertise of the FF&E Consultant and its proposed team members. Accordingly, the FF&E Consultant shall not, absent good cause, replace or remove the team members presented to the County during the solicitation process, or the County approved key team members during the terms of the Contract, without the prior written approval of the County. If any key member of the County approved FF&E team shall retire, resign, or otherwise cease employment with the FF&E Consultant, then the FF&E Consultant shall promptly appoint a replacement team member who shall be subject to prior approval by the County. County reserves the right to reject any replacement team member.
 - 1.2 If the County, in its sole discretion, determines that any key team member is performing their responsibilities under the Contract in an unsatisfactory manner or if irreconcilable differences or an unworkable relationship shall arise, the FF&E Consultant shall, within five (5) days after receipt of written notice from the County of such circumstance, replace such key team member with a successor acceptable to the County; provided, however, the County represents that it will not give such notice to FF&E Consultant unless and until the County, in its sole determination, has exercised reasonable efforts to rectify to its satisfaction, the adverse circumstances regarding the key team member. Any changes in the staffing of the FF&E Consultant will require written notification to the County and the County's written approval of the replacement team member.
2. See attached **Appendix 2, Atlanta-Fulton Public Library Building Program – Phase 1 Design & Construction Project Grouping** for schedule information for each project involved in Phase 1 of the Program.
3. **Section 3, Page 3-9** – Project Team Qualifications/Qualifications of Key Personnel (should read as follows).
 1. Provide resumes for each of the key personnel proposed for this project with specific emphasis on the Project Manager.
 2. The Project Manager must have a minimum of five (5) years experience in the practice of FF&E design.
 3. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:
 - Name and Title

- Professional Background
 - Current and Past Relevant Work Experience
 - Include two (2) references for each key personnel member on
 - similar projects.
4. Provide a one-page organizational chart reflecting the above personnel's names and positions.

Questions & Answers Submitted for Addendum

Q1: Does the FFE or the AE layout the library shelving on a plan?

A1: The Architect WILL be responsible for producing Furniture and Fixed Equipment (FF&E) Plans, including the stack shelving specified by the FF&E Consultant.

Q2: Should the Specialty Consultants be ahead of the AEs in developing their scope?

A2: The FF&E Consultant will be under contract at about the same time as the Architect, so this may not be possible. The Specialty Consultants will work together with each selected A/E Team to provide the best possible guidelines, standards, and turnarounds in a timely and efficient manner.

Q3: Would the AE be involved in the preparation of bid packages for their own furniture?

A3: The FF&E Specialty Consultant will provide schedule coordination, order, coordinate & supervise delivery & installation, and follow up on warranty issues & claims for furniture selected by the A/E Team and also for "standard" furniture identified by the FF&E Specialty Consultant.

Q4: Would it be a conflict of interest for the AE to provide the FFE consultant service, also?

A4: Yes, see Section 2, paragraph - 2.27 PROHIBITION OF FUTURE CONTRACTS

2.27.1 Prime Contractor

The Prime Contractor selected to provide Furniture, Fixture & Equipment Consultant Services, including any members of the selected team shall not be eligible to perform any other services within this program, during the term of this Contract or any extension thereof. Services for which selected Prime Contractors are ineligible include; design services, construction, and construction management services.

2.27.2 Sub-Contractor/Consultant

Sub-Contractors and Consultants to Prime Contractors described in 2.27.1 shall not be eligible to perform design services under any circumstances where a conflict of interest exists or may potentially exist. A conflict of interest shall be defined as a review function of any work performed under the oversight of Prime Contractor's Program Management or Architectural Team. In these circumstances the subcontractor/consultant shall not propose to work on that project.

2.27.3 Employee

Employees of the selected Prime Contractor or Sub-Contractor/Consultant are advised to avoid conflicts of interest. Full disclosure of their involvement in the project shall be made, should they decide to propose on other projects within the Program.

Q5: When does the FF&E consultant expect to start?

A5: See Clarification, Addendum 1, Item 2

Q6: Will the FF&E be bid with the Library Bldg.?

- A6: No, separate FF&E bid packages will be released by the CM-at-Risk independent of the building bid documents.**
- Q7: We understood that the FF&E consultant will schedule coordination, ordering, installing, delivery supervision, following up after installation with warranties and claims of damage at the site of furniture that is specified by the FF&E consultant (the Fulton County “standard furniture”). However, will the scope of services for the FF&E consultant also include , schedule coordination, ordering, installing, delivery supervision, following up after installation with warranties and claims of damage at the site of furniture, that is specified by the A&E firm?
- A7: Referenced FF&E Consultant RFP Section 3.3, Scope of Work (page 3-3) says The FF&E Consultant will schedule, order, coordinate installation etc. for Standard and non-Standard Furniture. The “non-standard” furniture refers to items specified by the A&E firm. This does not relieve the Architect of responsibility for coordination as described in the scope of work.**
- Q8: We understood that the FF&E consultant will provide at least three equals in the furniture specifications for the Fulton County “standard furniture”. Does this also include providing alternative furniture selections for the furniture that is selected by the A&E firms? Or is the intention that the FF&E consultant is to overview the A&E selections and ensure that the A&E firms are have specified a minimum of three equals in their furniture specifications?
- A8: Referenced FF&E Consultant RFP Section 3.3, Scope of Work (page 3-3) says the FF&E Consultant will assist the Architect in selecting at least three equals to the basis of design. This statement infers the Architect has the lead role in selecting equals for their own furniture selections.**
- Q9: If a firm is awarded the FF&E design consultant job, will that eliminate that firm from winning one of the individual library jobs for A&E? If a firm is awarded the FF&E design consultant job, will they be able to be part of a A&E firm team?
- A9: See Response to Q4, Section 2.27 PROHIBITION OF FUTURE CONTRACTS, 2.27.1 Prime Contractor and 2.27.2, Sub-Contractor/Consultant.**
- Q10: We have capabilities as architects and as FF&E consultants. If we are chosen for the FF&E, would that eliminate us from consideration as an A/E?
- A10: Yes. See response to Q4, Section 2.27 PROHIBITION OF FUTURE CONTRACTS, 2.27.1 Prime Contractor.**
- Q11: How will the timing of the release of the Specialty Consultant RFP’s coincide with the release of the A/E RFP’s?
- A11: See Clarification, Addendum 1, Item 2**
- Q12: I asked that the presenters confirm that the A/E teams will have to provide FF&E services to compliment the services of the FF&E Specialty Consultant.
- A12: Referenced FF&E Consultant RFP Section 3.3, Scope of Work (page 3-3) says the FF&E Consultant will assist the Architect in selecting at least three equals to the basis of**

design. This statement infers the Architect has the lead role in selecting furniture that is not “standardized” by the FF&E Consultant.

Q13: Can the Specialty Consultant for the FF&E also be on A/E teams? If the RFPs are released simultaneously, can FF&E firms respond on both, A/E teams and for the specialty consultant role? If a specialty consultant responds to both the A/E RFPs and the specialty consultants RFP, if they are selected for the specialty consultant role, how will the A/E team's RFP be dealt with?

A13: No. See response to Q4, Section 2, 2.27 PROHIBITION OF FUTURE CONTRACTS

Q14: Is it anticipated that there will be any reuse of existing furniture and who will be responsible for assessing and "inventorying" the existing pieces?

A14: No, furniture reuse will not be included in the A/E or FF&E Consultant Scope of Work.

Q15: The proposed Construction Budget is currently set at \$7,063,152.00. Does this value include all fixed equipment and FF&E that the design professionals will be designing, specifying and administering under the scope of service? In reviewing the budgeted items from public records it appears that these items may not be included in this stated cost. What are the current budgets for these items?

A15: The construction budget for each location includes all Furniture, Furnishings & Equipment. No further budget information is available at this time.

Q16: Our proposed interiors/programming sub-consultant is interested in submitting for the Furniture, Fixtures & Equipment (FF&E) Consultant Services for 8 New Libraries & 2 Library Renovations/Expansions (RFP #11RFP78732K-NH). Will this be considered a conflict of interest or collusion as noted in Section 2-15, Item 20 of RFP #11RFP07188K-DJ?

A16: Yes. See response to Q4, Section 2.27 PROHIBITION OF FUTURE CONTRACTS that defines Conflict of Interest.

Q17: Is the intent to bid non-standard FF&E items?

A17: Yes

Q18: Scope of the FF&E placement (review only or provide layout, FF&E scope or architectural scope)?

A18: Section 3.3 Scope of Work states “The Consultant will also assist the CM’s with coordinating the delivery, inspection, and proper placement of these items which may include any of the following listed items; interior fixed and portable seating, benches, tables, desks, study carrels, computer station furniture, library shelving, storage/utility shelving, merchandising/display units, book trucks, step-stools, portable cabinets, indoor play equipment, circulation control devices, and waste receptacles.”

Q19: What is “other” electronic equipment?

A19: Any other equipment requiring data, telecommunications in conjunction with electrical outlets.

Q20: Where is the building standards manual referred to in 1.4?

A20: The Building Standards manual is currently being developed but will be provided to each consultant as their contracts are awarded.

Q21: Who is responsible for installation, County or CM?

A21: Neither. The FF&E vendors are responsible for installation.

Q22: Carpet is called out as a "standard finish" that a specification needs to be written for. No other flooring is included. What are the other "probable standard finishes" referred to in 3.3A?

A22: The extent of finishes to be "standardized" cannot be determined at this time. The FF&E consultant, at a minimum, is expected to recommend specifications for "performance standards" for carpet and other materials (such as upholstery, etc.), where he/she believes these specifications would benefit the County.

Purchasing and Contract Compliance Related Questions

Q1: How will you maintain competitive bidding (keep from sole sourcing) FFE?

A1: FF&E solicitation process will be governed by Fulton County Purchasing Code.

Q2: Will the Furniture need to be on State Contract?

A2: No.

Q3: Cover Letter of Letter of Interest: before or after the T.O.C.?

A3: The "Cover Letter" should be included at the beginning of the Technical Proposal

Q4: Include Form E & Form F before Executive Summary as shown on checklist on pg. 9-2, or in order of the forms?

A4: Include in the Purchasing Forms Tab of the Technical Proposal documents in order of the forms.

Q5: How many copies of Proposal? Page 3-2 asks for 2 Original copies and 5 CD's, page 9-2 asks for 1 Original copy and 5 CD's.

A5: Please submit Two (2) Original copies and Five (5) CD's.

Q6: What is the county's purchasing code? (1.4)

A6: The Purchasing Code is the governing policies included in the Fulton County Code of Laws. It may be accessed on the Fulton County Government web site at www.fultoncountyga.gov under Government, Code of Laws.

A/E and CM at Risk RFP's Released in 3 Groups



Group 1

- Alpharetta
- East Roswell
- NW Atlanta
- Stewart – Lakewood
- Wolf Creek



Group 2

- Milton
- Palmetto
- SE Atlanta
- South Fulton



Group 3

- Auburn Avenue

Atlanta-Fulton Public Library System – Building Program – Phase I Design & Construction Project Grouping

A/E NTP – Nov 2011*

A/E NTP – Feb 2012*

A/E NTP – June 2012*

Construction Complete -
Dec 2013/early 2014*

Construction Complete
March 2014*

Construction Complete
Sept 2014*

***Dates based on Preliminary Schedule and Subject to Change**