



Fulton County, GA

Department of Purchasing & Contract Compliance

August 24, 2014

Re: 14RFP070714K-NH 2015 STANDBY ENGINEERING SERVICES

Dear Vendors:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced Request for Proposals.

The due date for the RFP referenced above has been changed to **SEPTEMBER 9, 2014.**

Attached please find "REVISED" Cost Proposal Documents

Also contained in this document are responses to questions and requests for clarification. The County will **NOT entertain any additional questions** regarding this procurement.

Except as provided herein, all terms and conditions in the project referenced above remain unchanged and in full force and effect.

Sincerely,

Nancy Harrison

Nancy Harrison, CPPO, CPPB
Assistant Purchasing Agent

Attachments: Cost Proposal Documents

ACKNOWLEDGEMENT OF ADDENDUM NO. 3

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

This is to acknowledge receipt of Addendum No. 3, _____ day of _____, 2014.

Legal Name of Bidder

Signature of Authorized Representative

Title

Question 1. For purposes of consistency among all proposing firms, should the "Hourly Billing Rate" used in computing "Total Fee Amount" on Exhibit 2 (page 3-26) be projected to the midpoint of a maximum 3-year engagement (base year plus 2-one year extensions) or should it be limited to estimated Yr 2015 hourly billing rates?

Response: The hourly rates will remain the same for the three years(base year plus 2-one year extensions).

Question 2. Is each "Hourly Billing Rate" presented in Exhibit 2 intended to be used for the maximum possible duration of the engagement (i.e., all 3 years), or will revised Hourly Billing Rates be entertained by the County for each of the two subsequent one-year extensions?

Response: The hourly rates will remain the same for the three years (base year plus 2-one year extensions).

Question 3. County Contract Article 40 (Payment of Sub-consultants/Suppliers) requires that sub consultants be paid by the prime contractor within 48 hours of receipt of payment from the County. However, there is contradictory language that perhaps payment within 15 days may be allowed. Please clarify.

Response: Sub consultants are to be paid by the prime contractor within 48 hours of receipt of payment.

Question 4. The requirement for Builder's Risk is traditionally required of a construction contractor rather than a design professional. Furthermore, stated requirements do not include an obligation to maintain professional liability insurance. Please clarify insurance requirements.

Response: Revised insurance documents were provided in Addendum 2

Question 5. Is it acceptable/permissible for a successfully procured Standby firm to provide its services as a prime consultant while also providing services as a sub consultant to another successfully procured Standby firm (prime consultant)?

Response: We do not prevent it.

Question 6. Please clarify if the 2% score for the disabled veteran is intended for the disabled veteran as prime proposer or can it be granted for participation as sub consultant as well.

Response: The Disable Veteran has to be either the Prime Contractor or one of the Primes of a Joint Venture Partnership.

Question 7: Can you confirm if Form I – Service Disabled Veterans Business Enterprise Preference Affidavit can be completed by any team member (prime or sub consultant) that is a SDVBE, or if the Form is only to be completed if the prime is the SDVBE.

Response: See question 6 above.

Question 8. As this is an on-call contract, is the dollar value of work on Exhibit C and the estimated dollar amount on Exhibit D required?

Response: Yes

Question 9. Can you confirm that the County is requiring Builders Risk Insurance of the proposers?

Response: See Question 4 above.

Question 10. Is the 5% bid bond specified on the Solicitation Details page of the Fulton County Website for this contract a requirement? If so, 5% of what amount?

Response: This procurement does not require a bid bond.

Question 11. Can the County provide the Indemnification Agreement?

Response: The Indemnification Agreement is contained in Article 22 of the Sample Contract contained in the solicitation document

Question 12. How many years of our firm's most recent balance sheets are required to be submitted?

Response: 3.

Question 13. Please confirm whether Builder's Risk coverage will be needed for the scope of work. If BR coverage will apply, our insurer raised questions concerning the deductibles and flood zone, but it does not appear that flood coverage is specifically listed.

Response: Please see question 4 above.

Question 14. With regard to the indemnification provisions in Article 22, because of the RFP language of "Consultant/Contractor," the present language arguably has the Consultant indemnifying the County for the acts of the Contractor. Please confirm that the language should be changed to just Consultant. Article 22 is the only place in the 100+ page RFP that the term "Consultant/Contractor" appears.

Response: Any exceptions to the "Sample Contract" should be address as "Exceptions" in your proposal submittal.

Question 15. Please confirm whether the submittal date has been extended to August 25th.

Response: Please see paragraph 2 above.

Question 16: We are requesting Fulton County to extend the submittal date for the Standby Engineering RFP # 14RFP070714K-NH by four weeks. The extension in time is needed to locate MBE partners in various disciplines to participate and better serve the needs of the County.

Response: Please see paragraph 2 above

Question 17: In Section 3.6 - Section 7 Cost (page 3-22) of the RFP it is stated that the points for cost will be proportioned based on the relationship to the lowest average hourly rate. The lowest average rate will be determined by adding the individual hourly rates and dividing by the number of rate classifications. As this method yields the "average of the averages", so to speak, and is not representative of the labor hours requested by Fulton Co, we request the County change the method of determining the average hourly rate to reflect the proposed anticipated hours shown in each category. The average hourly rate would be determined by dividing the Fee Amount for Labor (exclusive of Survey and Geotechnical Allowances) by the total hours for all categories.

Response: Please see the revised Cost Proposal Forms

2015 STANDBY ENGINEERING SERVICES

Name of Firm: _____

Table A – Cost Proposal Summary

FEE AMOUNT (Lump Sum):	\$ _____
GETECHNICAL ALLOWANCE:	\$ 25,000.00
SURVEY ALLOWANCE:	\$ 10,000.00
TOTAL PROPOSAL COSTS:	\$ _____

TOTAL COSTS: There shall be no reimbursable direct cost to the Firm. The fee (above) and hourly rate (below) shall include appropriate salary costs plus fringe benefits, general and administrative overhead, profit, and all direct expenses required for the scope of services. These rates shall also include all direct costs associated with conduct of the work, including but not limited to office supplies, mileage and/or vehicle charges, field equipment, survey equipment, cameras and film processing, radio/mobile phone communication, reproduction of reports, plans and specifications, etc. for County review and acceptance and any other expenses necessary to conduct the work.

Table B – 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. pipelines, engineering studies, field testing, inspections, pump stations, etc.). 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	HOURLY BILLING RATE	Extended Price
Engineer Principal	Manages company-wide engineering operations and projects	\$ _____/hr	\$ _____
Project Manager	Manages execution of multidisciplinary project(s)	\$ _____/hr	\$ _____
Project Engineer	Lead engineer on multidisciplinary project(s)	\$ _____/hr	\$ _____
Construction Manager	Directs construction administration services	\$ _____/hr	\$ _____
Senior Engineer	Organizes and leads engineering design team in his/her discipline	\$ _____/hr	\$ _____
GA Registered Engineer	Independently performs conventional engineering tasks	\$ _____/hr	\$ _____
E.I.T Engineer	Conducts limited and specific engineering tasks	\$ _____/hr	\$ _____
Engineering Technician / CAD Operator	Performs routine design procedures under direction of an engineer / Performs computerized drafting under supervision of an engineer	\$ _____/hr	\$ _____
Sr. Resident Inspector	Monitors compliance of construction with plans & specifications	\$ _____/hr	\$ _____
Administrator / Secretary	Performs administrative, clerical, and accounting functions	\$ _____/hr	\$ _____

TOTAL FEE AMOUNT \$ _____

A schedule of standard hourly billing rates by labor category to be utilized during the course of the projects shall also be provided. The estimated man-hours shall be multiplied by the appropriate labor rate to determine the estimated project cost. Proposer shall provide the overhead rate that includes all fringe benefits as a percentage of base salary (without fringes) and the profit percentage used in calculating standard billing rates. This is to be provided for the Prime Consultant as well as each Sub Consultant. Computer usage is to be included in the overhead rate and will not be considered as a direct expense. Hourly rates shall include appropriate salary costs plus fringe benefits, general and administrative overhead, profit, and all direct expenses required for the scope of services. These rates shall also include all direct costs associated with conduct of the work, including but not limited to office supplies, printing, reproduction, project reports, mileage and/or vehicle charges, field equipment, survey equipment, cameras and film processing, radio/mobile phone communication, and any other expenses necessary to conduct the work. The allowed multiplier for overtime rates (1.0 or 1.5, depending on employee category) shall be applied to the salary component of the hourly rate, and not to the direct costs component. County will not pay the FIRM for the cost of, or any cost associated with, preparation of invoices for payment of the services under this contract. Costs for large amounts of reports or unusual reproduction requests by the County will be borne by the County.