



Fulton County, GA

Department of Purchasing & Contract Compliance

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

August 9, 2011

Re: **#11RFP78821K-JD – 2011 Standby Engineering Services**

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **#11RFP78821K-JD – 2011 Standby Engineering Services** for Fulton County.

Except as provided herein, all terms and conditions in the **#11RFP78821K-JD – 2011 Standby Engineering Services** referenced above remain unchanged and in full force and effect.

Sincerely,

Joyce Daniel

Joyce Daniel, CPPB
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



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

1. **Section 3, Proposal Requirements**, 3.1 Submission Requirements, 3.1.1 Proposal Submission Date and Submittal Format – the correct address is:

Fulton County Department of Purchasing & Contract Compliance, Public Safety Building, 130 Peachtree Street, S.W., Suite 1168, Atlanta, GA 30303

2. **Exhibit 2**, Cost Proposal Forms, Table A – Cost Proposal Summary has been revised. See **Attachment A**.
3. **Exhibit 3**, Job Descriptions, Pages 9-14 and 9-15, Electrician, Basic Qualifications, GA Waste Water Collection System License is **not required** for this project.
4. **Exhibit 3**, Job Descriptions, Pages 9-15 and 9-16, Wastewater Mechanic, Licensing Requirements, GA Waste Water Collection System License is **not required** for this project.
5. **Section 4, Evaluation Criteria**, 4.1 Proposer Evaluation – Selection Criteria has been revised. See **Attachment B**.

Response to Questions

1. Will Fulton County negotiate an annual escalation of rates for the three year term of the contract for the Standby Engineering Services?

No.

2. As is it concerns operations of facilities, if awarded will the consultant's personnel be allowed to utilize equipment for repairs, inspections or as needed at each plant or will the consultant be required to provide their own equipment?

Plants or PS may have equipment which are part of the facility infrastructure, such as hoists, to assist in repairs and inspections. However, the consultants will be responsible for equipment necessary for inspection and minor repairs.

3. How does the County plan to process staffing requests? How much time is anticipated between the initial request and start date for new personnel?

When staffing is requested, a meeting is set up to explain the needs of the County with the selected vendor. In the past, the time between the initial request and start date for temporary personnel has been about 2 weeks as coordinated with the vendor.

4. On Exhibit C – Schedule of Intended Subcontractor Utilization there is a line for each sub which says “*Dollar Value of Work: \$_____ Percentage Value: _____%*”. My question is do we need to fill in both blanks or just one? The reason I ask is that for this contract County has indicated the award amount will be \$750,000 regardless of our proposal amount based on the rate schedule. The problem I see is if the proposal amount is different from the award amount, the dollar amount and the percentage will be based on something other than the contract and could cause confusion. For example, if the proposal amount is \$500,000 and the intended sub utilization is 10% the dollar amount entered on the form would be \$50,000 but when the contract is signed which would rule - the dollar amount which is shown as \$50,000, or the percentage which would be \$75,000 (10% of \$750,000)?

The Prime vendor can only complete the percent (%). Do not assume that the amount will be \$750,000 for this project. The County will award the contract to three vendors for the period of 1095 consecutive calendar days dependent on funding, approval by the Board of Commissioners and satisfactory work performance as stated in Section 2, Instructions to Proposers, 2.5 Term of Contract of the solicitation document. The final award amount will be determined by the County.

Vendors shall not assume that any statements made in the Pre-Proposal conference regarding budget information was authoritative.

5. On Page 3-2, 3.1.2, the RFP indicates one original set of financials with the technical proposal marked “original” and one copy in a separate sealed envelope. If the financials are included in the technical proposal, aren't they then subject to disclosure? Please clarify.

You are to have two (2) Financial envelopes, separately sealed, one marked “Original, the other marked “Copy”. These two (2) envelopes are to go inside the Technical Proposal envelope. You are to have two (2) Contract Compliance envelopes, separately sealed, one marked “Original, the other marked “Copy”. These two (2) envelopes are to go inside the Technical Proposal envelope. Do not put financial information or Cost information on the CD”s.

6. How would the County like proposals bound? Are there page size or font size preferences? Can the org chart be submitted on an 11”x17” page?

The original Technical Proposal can be in a 3 ring binder, 8 ½ x 11, nothing larger; there is no preference on font size as long as the page limit requirements are adhered to as stated in the document. Two sided copies will count as two (2) pages and not as one (1). The organization chart can be submitted on 11” x 17 as long as it is folded to 8 ½ x 11.

7. Exhibit C – Schedule of Intended Subcontractor Utilization – page 6-8 of the RFP requires the disclosure of the “Dollar Value of Work” and a “Percentage Value”. This will require the disclosure of the “Total Proposal Costs”. Should proposers use the budget cost of \$750,000

for three years as the total cost or do we use the "Total Proposal Costs" calculated in Exhibit 2, pages 9-4 through 9-6 of the RFP?

Proposers are not to assume that there is a budget cost of \$750,000 for three years on this project. The Cost Proposal Summary submittal by proposers will only be based on the Fee Amount (Lump Sum), Getechnical Allowance, and Survey Allowance which equates to each vendor's Total Proposal Cost, which is what will be evaluated. Reference Exhibit 2, Cost Proposal Forms-Revised – Addendum No. 2.

Only submit what is actually requested on Exhibit C of this proposal, and do not base your submission on a budget cost.

8. How would the County like to see sub consultant services displayed on invoicing?

Once the contract has been awarded Exhibit G will be discussed at the kick off meeting explaining how to submit pay applications.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, S. W., Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Monday, August 15, 2011 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

ATTACHMENT A

Cost Proposal Forms Revised

Cost Proposal Forms

#11RFP78821K-JD-2011 STANDBY ENGINEERING SERVICES

Submitted by: _____

Table A – Cost Proposal Summary

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

A. TOTAL COSTS: There shall be no reimbursable direct cost to the Firm **except as noted in Section 3.3.7c**. 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.

Cost Proposal Forms

Table B – Classification Pay Schedule

CLASSIFICATION	DESCRIPTION	Estimated Hours	HOURLY BILLING RATE	Extended Price
Engineer Principal	Manages company-wide engineering operations and projects	280	\$ _____ /hr	\$ _____
Project Manager	Manages execution of multidisciplinary project(s)	700	\$ _____ /hr	\$ _____
Facility Project Manager	Manages execution of wastewater facility project(s)	700	\$ _____ /hr	\$ _____
Project Engineer	Lead engineer on multidisciplinary project(s)	360	\$ _____ /hr	\$ _____
Construction Manager	Directs construction administration services	360	\$ _____ /hr	\$ _____
Senior Engineer	Organizes and leads engineering design team in his/her discipline	600	\$ _____ /hr	\$ _____
GA Registered Engineer	Independently performs conventional engineering tasks	600	\$ _____ /hr	\$ _____
E.I.T Engineer	Conducts limited and specific engineering tasks	1000	\$ _____ /hr	\$ _____
Engineering Technician / CAD Operator	Performs routine design procedures under direction of an engineer / Performs computerized drafting under supervision of engineer	1200	\$ _____ /hr	\$ _____
Sr. Resident Inspector	Monitors compliance of construction with plans & specifications	320	\$ _____ /hr	\$ _____
Administrator / Secretary	Performs administrative, clerical, and accounting functions	128	\$ _____ /hr	\$ _____
Operations Manager	Performs guide development and management duties for the System Project Manager	700	\$ _____ /hr	\$ _____
Wastewater Plant Operator	Performs process duties related to overseeing all wastewater treatment	700	\$ _____ /hr	\$ _____

EXHIBIT 2

Cost Proposal Forms

	plant functions			
Maintenance Manager	Supervises all preventative and corrective maintenance of wastewater facilities	700	\$ _____ /hr	\$ _____
Electrician	Performs electrical and emergency repairs of electrical equipment	160	\$ _____ /hr	\$ _____
Wastewater Mechanic	Performs repairs of mechanical equipment	160	\$ _____ /hr	\$ _____
Field Instrumentation Technician	Performs troubleshooting of instruments commonly used in wastewater facilities	200	\$ _____ /hr	\$ _____
SCADA Technician	Performs programming coordination for facility instrumentation	240	\$ _____ /hr	\$ _____
			TOTAL	\$ _____

ATTACHMENT B

Section 4 Evaluation Criteria Revised

**SECTION 4
EVALUATION CRITERIA**

4.1 PROPOSAL EVALUATION – SELECTION CRITERIA

The following criteria will be used to evaluate the proposals submitted in response to this RFP:

Evaluation Criteria	Weight
Project Plan	20%
Qualifications of Key Personnel	20%
Relevant Project Experience	20%
Financial Responsibility	5%
Availability of Key Personnel	5%
Past performance on previous contracts	5%
Disclosure Form and Questionnaire	5%
Local Preference	10%
Cost Proposal	10%
TOTAL POINTS	100%