Wolf Creek Library

Pre-Bid Conference Meeting Notes, Questions February 18, 2014

ADDENDUM #1

1. Q: When are materials (FFE items) needed on the jobsite?
   A: Hogan Construction anticipates that all FFE items will need to be delivered and installed in late May/Early June.

2. Q: What is the timeline for awarding the FFE to the subcontractor?
   A: Hogan Construction anticipates that review of the bids for the FFE Package will be completed by the end of March.

3. Q: How will the FFE package be awarded?
   A: Fulton County and Hogan Construction reserves the right to award the FFE Package based on Group number. There are 8 separate groups of FFE (Group 100 – 800) and dependent on bid proposal review; it is possible that there will be 8 different contractors awarded – one for each group.

4. Q: Move-In Plans: Is the Furniture Subcontractor responsible for preparing a move-in plan or should this task be performed by the owners Move Management Coordinator under a separate contract? If this task is the responsibility of the Furniture Subcontractor, will this service be charged to the CM or the Owner?
   A: Furniture Subcontractor is responsible for coordinating the move-in; please include all costs to procure and install, including coordination, in your bid for the FFE.

5. Q: Colors of Factory-Finished Equipment and Fabric - If the FFE Consultant selects a special fabric or finish, will the CM execute a change order for the additional up charge?
   A: Please include all costs associated with the procurement and installation of the specified FFE. There will be no additional compensation as you are required to provide what is specified in the bid package.

6. Q: Guarantee: Defects are warranted by the manufacturer - will the CM accept the manufacturer's warranty of 10, 12, and in some cases, a lifetime warranty against defects in material or workmanship of product?
   A: CM will require the FFE subcontractor to provide a warranty on the material they provide and install.

7. Q: Payment and Performance Bonds - : The entire project is bonded, is it necessary to create an additional cost for a bond from the Furniture subcontractor? If this is absolutely necessary, can the CM do one of the following? (1) Allow the county/ owner to bid out the furniture (2) the CM add the Furniture Subcontractor to the bond that already exists with the subcontractor paying the overage only for the furniture portion? Hence, this process will still create double bonding. Is this necessary?
A: We have not determined if the FFE subcontractor will need to provide a bond, however, please provide your company's bond rate as required on the bid form. Additionally, the CM ***will not*** add the FFE subcontractor to their existing bond with the County.

8. Q: Subcontractor Agreement: Can CM provide a copy of his approved Subcontractors Agreement?
A: Upon receipt of bids, CM will reach out to apparent low bidder and begin the process of subcontracting. Upon request, a template subcontract can be reviewed at the CM office, located at 5075 Avalon Ridge Parkway, Norcross GA 30071.

9. Q: General Scope B. Subcontractors are to field check dimensions associated with materials furnished and/or installed by others to ascertain proper fit. Is the CM asking the Furniture subcontractor to perform field dimensions for furniture to be installed? If these tasks have not been performed by the FFE Consultant, will the CM or the Owner pay for the cost of these services?
A: Please include all costs associated with the procurement and installation of the specified FFE. There will be no additional compensation as you are required to provide what is specified in the bid package.

10. Q: General Scope C. Will CM please identify specifics required by the state, etc., as it pertains to the installation of furniture in the owners building to allow bidder to include costs for areas that are not called out in the contract documents?
A: The Bid Package is all inclusive of the requirements of material procurement and installation services that are to be provided by the apparent low FFE bidder. Please include all costs associated with the procurement and installation of the specified FFE. There will be no additional compensation as you are required to provide what is specified in the bid package.

11. Q: Per Item 2.2 b – Bidder has visited the site: When are you planning a site visit? Will the site visit take place prior to the bid opening?
A: Site is currently open for site visits; no coordinated site visit will be arranged.

12. Q: Per Item 2.3 B - A Bid Proposal Affidavit is not included in the bid package. Question: Will the CM or Owner provide an Affidavit?
A: The bid proposal is complete; please fill out the current bid proposal form in its entirety – any omissions or deletions to the bid form may render your bid non-responsive and warrant rejection.

13. Q: Per Item 4.1 – Some manufacturers require a deposit prior to fabrication. Question: For manufacturers requiring a deposit, can the CM provide the successful bidder(s) with a deposit?
A: Please include all costs associated with the procurement and installation of the specified FFE. There will be no additional compensation as you are required to provide what is specified in the bid package.

14. Q: Per Item 4.1 – No payments until the contract is complete and accepted. There are a many manufacturers specified and the lead times for each will vary. Will the CM entertain making payments based on completed work by each manufacturer separately?
A. No, however in the event that the on-site activities extend beyond 30 days, subcontractor will be allowed to make progress billings based on the amount of work that has been completed. The term 'completed' with regards to this Bid Package refers to the complete installation of material.

15. Q: Per Item 4.2 Question: Which statement is accurate? The CM will not accept more than one bid or the CM will accept more than one bid?
A. CM will not ***accept*** more than one bid from an individual, firm, partnership, corporation or association. In the event that multiple bids are ***received***, only the lowest bid will be ***accepted***. All other bids will be rejected.

16. Q: Per Item 9.3 Subcontract Award – no guarantee as to the amount. Question: When the contract is awarded to the Furniture subcontractor will that award specify quantities and dollar value for each item?
A: Yes, in the event that multiple awards are made (per Group, see Q #3) the apparent low bidder will be informed as to what Group they were awarded.

17. Q: Per Item 10.3 substitutions will NOT be entertained. To ensure diversity in contracting, equal business opportunities for small, minority and female businesses enterprises, to ensure integrity and fairness, and not allow substitute would go against this mission and vision of the owner. Question: Upon researching the manufacturers specified and finding the furniture lines are exclusive and/or discounts are not applied equally, will the CM allow substitutes that are equal and/or above item specified?
A: Please include all costs associated with the procurement and installation of the specified FFE. There will be no additional compensation as you are required to provide what is specified in the bid package. No substitutions to the specified FFE are allowed.

18. Q: Per Item 11.2 Failure to maintain schedule...Question: Will the subcontractor be subject to assessments if the failure to maintain the CM schedule is due to construction delays?
A: No, if schedule is extended due to construction delays that are not the result of actions/inactions of the FFE subcontractor, FFE subcontractor will not be penalized. Additionally, FFE subcontractor will not be provided additional funds to accommodate extended schedule.

19. Q: Per Item 12.1: Will CM provide Attachment C after award of furniture contract?
A: The information provided in Attachment C refers to the required insurances and is also available for review in the following area: 03 PROCEDURAL & GENERAL ITEMS, I. PROCEDURAL ITEMS, A. Insurance

And is clarified here as well:

A. *Insurance* – All responding subcontractors must be able to meet or exceed the requirements listed below:

- General Liability: $1,000,000 (Each Occurrence); $2,000,000 (Aggregate)
  $2,000,000 (Products/Completed Operations Aggregate)
- Excess/Umbrella Liability: $1,000,000 (Each Occurrence & Aggregate)
- Worker's Compensation: $1,000,000
- Automobile Liability: $1,000,000

In addition, all participating subcontractors must itemize the costs of each line of insurance with respect to their scope of work and total bid. Documentation of this program is available upon request.

20. Q: Per Item 16.1: Will the CM list the items to be received and installed by the subcontractor which are furnished directly by the owner? Who pays for this service, the CM or Owner?
A: FFE subcontractor is responsible for providing and installing the specified material listed in the Bid Package.

21. Q: Scheduling and Sequencing: The Furniture subcontractor shall be responsible for scheduling ALL conferences, presiding, taking notes and minutes for ALL trades for the owner or should subcontractor perform conferences and scheduling for furniture related meetings only?
A: FFE Subcontractor will be required to attend schedule meetings to coordinate the delivery and installation of the FFE Package. You are not required to take notes, but will be required to uphold to all directives and decisions that are made in the scheduling meetings.

22. Q: Please provide a list of manufacturers with address, contact person, email and telephone number.
A: Manufacturers/Suppliers are listed in the Bid Package and in Section 05 FFE Bid Documents – 100% Design.Layout.Specifications. It is the responsibility of the FFE subcontractor to engage these companies to procure pricing to include in the Bid Form Proposal. Neither the CM nor County has existing relationships with these Manufacturers/Suppliers.

END OF ADDENDUM