



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Mark Kohntopp
INTERIM DIRECTOR

ADDENDUM No. 1

**Sealed Bid # 11-5596
Request for Proposal**

Program Management Assistance, Pre-Construction Services and Construction Management for Parks

DATE: September 14, 2011

Page 1 of 14

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.

Include this original form inside your proposal package.

This Addendum consists of:

- **Minutes of the September 7, 2011 Pre-Proposal Conference**
- **Questions submitted in writing**
- **Pre-Proposal Conference Attendee List**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 1

**Sealed Bid # 11-5596
Request for Proposal**

Program Management Assistance, Pre-Construction Services and Construction Management for Parks

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: September 13, 2011 by 5:00 pm
Any questions received after this deadline will not be considered.



**Cobb County
Parks, Recreation & Cultural Affairs**

September 14, 2011

Sealed Bid #11-5596

**Program Management Assistance, Pre-Construction Services and Construction
Management Services for the PRCA**

ADDENDUM #1

Proposals Received Until 12:00 Noon September 22, 2011

The following addendum hereby amends and modifies the Request for Qualifications as issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers must acknowledge receipt of this addendum.

I. Pre-Proposal Conference

Minutes of the Pre-Proposal Conference held September 7, 2011 are included.

II. Written Questions

- Within this RFP Program Management Services, it appears that there are some scope requirements that contradict the Program Manager role such as special engineering and landscape architectural services, economic analysis. Is it your desire to contract with an Engineering/Landscape Architecture Firm that can provide program management services also or is this RFP for an Overall Construction Program Management Firm who would sub-contract or “team” with the specialty firms requested in the scope of services?

Answer: The selected respondent is expected to fill three roles: Program Management Assistance, Pre-Construction Services, and Construction Management. Respondents are free to form teams with other firms to fulfill these three roles, as long as one single firm is identified as the lead.

- We expect that later rfp's will be issued for design services for the parks and the firms selected for that design work will be managed by the successful Program Manager. Is that correct?

Answer: Yes, the selected respondent will assist the County in managing the procurement and project management for subsequent design projects.

- We understand that the program management firm will be precluded from offering services on future design projects. However, if a firm is a subconsultant to a Program Manager to help it with minor design matters on smaller projects that are not bid out for design, will that subconsultant firm also be precluded from offering services on future design projects that are bid out for design?

Answer: Subconsultants acting as part of the successful Program Manager team will be subject to the same restrictions as the lead firm.

- We noted that park facility improvements are broken down into several categories. Some are noted as large projects, some are listed as small projects. Can you give us an idea as to how much of the total work will be considered "minor" and fall under the scope of the Program Manager to design vs. how much will be bid out for design later on? We wouldn't want to pass on the program management contract, waiting for future design rfp's, only to find out that the larger portion of the design work is considered "minor" and would fall under the Program Manager's scope for design.

Answer: We anticipate that the large majority of design work will be bid out as separate projects later, on the order of 90% of the design work.

- Referring to Bids# D11E0, D9180, S1085,S2044, 11-5594,11-5596: Please note after reviewing each bid on the above listed projects, I did not see a listing or request on signage needed in any of the projects. Due to the nature of some of some of the jobs, the area will need safety, directional and informational signs etc. Will a signage package be added to the bids?

Answer: No sign package will be added to this particular RFP.

- On page 17 of the RFQ, item XXIII. Firm Prices. Is there a form for us state prices or is this a non-pricing RFQ? Please clarify.

Answer: This is a non-price RFP. Respondents should not include any cost or pricing information.

- Section XI "Contract" indicates that the proposal submittal should contain a Cobb County "Sample Contract". It also indicates that any exceptions taken to any part

of the contract must be stated in the proposal document. Please provide a copy of the intended contract agreement for this solicitation.

Answer: There is no Sample Contract available for review at this time. Any contractual issues will be addressed as part of negotiations with the top rated respondent.

- Section XXI “Uniformity of Proposal” indicates “it is desired that a uniform format be employed in structuring each proposal” and that compliance with the required format will be an evaluation factor. This conflicts with section XXV “Proposal Format” which states that “Presentation of the relevant information is at the discretion of the respondent; however, the proposal must address all items identified in Section Titled, Proposal Requirements.” Section XXIX “Proposal Requirements” does not offer proposal format or structure directions. Are there any desired guidelines for proposal format or structure such as section titles, section order, page size, or maximum number of pages?

Answer: The format of the proposal is at the discretion of the respondent. However, the Selection Committee is charged with ranking the various respondents based on the Evaluation Criteria outlined on Page 8 of the RFP document. We therefore recommend that respondents organize their proposals in a way that makes the evaluation process straightforward for the committee.

We request that only standard page sizes be used, in case additional photocopies are required. There is no page limit to the proposals, but we recommend being comprehensive and concise. Quality content is preferable to volume.

- Is there a page limitation to our proposal response?

Answer: There is no page limit to the proposals, but we recommend being comprehensive and concise. Quality content is preferable to volume.

- Can you confirm the exact name of the project as it should be referred to in our response. I have seen in the RFP "Cobb County Parks, Recreation and Cultural Affairs Department", "PRCA 2011 SPLOST", "Program Management for the 2011 SPLOST, PRCA, Sealed Bid #11-5596", as well as "Cobb County Parks, Recreation and Cultural Affairs Department (PRCA) for the 2011 SPLOST".

Answer: Please use the wording on the Bid Submittal Form, “Program Management Assistance, Pre-Construction Services, and Construction Management for Parks”.

- Regarding resumes, are there particular positions you especially want represented or is it okay to show resumes for the main team members and list the names for the supporting staff.

Answer: It is up to each respondent to determine which resumes to include in their proposal. At a minimum, we recommend including resumes for personnel specifically assigned to the proposed project. Further, we recommend identifying the role that each named person will fill in the project. An Organizational Chart is often very helpful in this regard.

- Clarify whether a sealed bid with Firm Fixed Price or a Request for Proposals is required. There is language in the RFP relating to both types of procurements.

Answer: This is a non-price RFP. Respondents should not include any cost or pricing information.

- In the Pre-Construction and Construction tasks there are references to project managers and project inspectors. Are these two separate requirements or are the terms used interchangeably?

Answer: These are separate duties, typically performed by separate individuals. However, if the respondent believes that these separate duties may be performed on certain projects by appropriately trained and experienced individual staff members, and this in turn benefits the County, then the respondent should make this clear in their proposal.

On certain large or complex projects, specialized, dedicated inspectors may be required. If available on their team, respondents should include their ability to provide that service if needed.

- Please send the pre-bid list of the attendees. The list has not been posted.

Answer: The list of Pre-Bid meeting attendees is attached.

- Is there an Addendum to the RFP?

Answer: Yes, this document is Addendum #1. All respondents must acknowledge receipt of this document in their proposal.

III. Questions During Pre-Proposal Conference, 9/7/11

- Of the design work needed to complete the project list, what proportion will be bid separately at a later date, versus performed by the Program Manager team as part of this contract?

Answer: We anticipate that the large majority of design work will be bid out as separate projects later, on the order of 90%.

The successful Program Manager selected under this RFP, along with their associated entities and subconsultants, will be precluded from bidding on any design projects undertaken as part of this program. However, the County may allow the selected program management team to perform design work, on a case by case basis, as approved by the Director and the County Manager.

One example of an exception, where the Program Manager team may provide design work:

Hypothetically, a concession/restroom/storage building is designed by a separate A/E firm under a separate contract, but is not scheduled to be constructed until later in the program. In the meantime, the volunteer athletic association in the park decides that they would like to have a meeting room in the building, using the same building dimensions. This can be accomplished simply by moving interior walls on the architectural plans. It may be more advantageous to the County to have the Program Manager make this simple amendment to the previous architectural plan rather than going back to the original architect a couple of years later to negotiate a separate fee.

- If construction service professionals are needed during the construction phase (e.g. geotechnical, materials testing), will the Program Manager be responsible for contracting with them, or will they work under a County contract.

Answer: The selected Program Manager may be involved in hiring professional firms for these types of services, and will manage their work on projects, but the professional firm will work under a County contract.

- Has this form of RFQ and contract been used before by Cobb County?

Answer: Cobb DOT has successfully used this model before, but this is the first time for PRCA.

- Some firms have both Program Management and Design capabilities in-house. Some will have to form teams to respond to this RFQ. Is it possible that, by precluding the successful Program Manager from bidding on design projects, you may miss out on the opportunity to work with the best firm(s)?

Answer: Yes, this is a possibility.

- Will there be new Master Plans required for any parks under the SPLOST program?

Answer: Yes. In one or two cases, the projects call for new Master Plans, and these will be bid as separate projects in the future.

- What proportion of the projects funded by the projected \$82M SPLOST receipts will be managed by the Program Manager?

Answer: The Program Manager will be responsible for aiding County staff in the management of all of the SPLOST projects.

- Do you have any idea of the projected cash flow to the PRCA from SPLOST receipts?

Answer: Current projections are that the SPLOST receipts assigned to PRCA projects will be in the \$1.5M to \$2.0M per month, once the program is well underway.

- Referring to the RFQ Page 5, Item 18 – Will County staff participate in responding to citizen or agency requests, or will this responsibility fall entirely on the Program Manager?

Answer: PRCA staff will be involved as needed and as appropriate in responding to project related inquiries, but the selected Program Manager should anticipate this being an important component of their scope.

- Do you have a schedule or priority list of projects?

Answer: PRCA has developed a priority list, but it has not been finalized or approved.

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- Is there a specific advantage provided to local firms or to DBE firms?

Answer: DBE and local firm participation is strongly encouraged.

- Will office space be provided for Program Management staff assigned to this program?

Answer: Yes.

- How many individuals do you anticipate will be needed to be assigned for the day to day fulfillment of this contract?

Answer: We expect that each respondent will include their evaluation and recommendation of the appropriate staffing level as part of their Staffing and/or Approach sections of their proposal.

- Does the \$82M in projected receipts include any participation from the cities portion of SPLOST receipts?

Answer: In addition to the projected \$82M +/- assigned to PRCA projects, the City of Powder Springs has assigned \$1.5M of their SPLOST receipts to the renovation of Powder Springs Park.

- Referring to the RFQ Page 7, must our proposal include a detailed program schedule?

Answer: No. Respondents are not required to present a schedule for the program as part of their proposal.

- Does the County have existing on-call contracts with materials testing firms or other professional service firms which may be needed during construction?

Answer: Yes, but the Program Manager will be involved in expanding the number and scope of such contracts as the program progresses.

- The RFQ mentions the county's MIS application and then mentions the possibility that respondents may offer an alternative. Please explain.

Answer: Other County departments have been successful in using a proprietary Management Information System (MIS) to help in the management of SPLOST

projects. The PRCA reserves the option to adopt a superior alternative offered by the selected Program Manager, if evaluation reveals that the alternative is more beneficial to the PRCA.

- Of the projects described in the PRCA SPLOST list, how many are already designed?

Answer: None of the projects have been designed yet.

IV. Public Hearing, 9/13/11

As required by law, the Cobb County Board of Commissioners convened a Public Hearing to receive comments regarding this RFP. This hearing was conducted during their regularly scheduled meeting on September 13, 2011.

No comments were offered or received during this Public Hearing.

PRE- BID CONFERENCE

SEALED BID #11 – 5596
 REQUEST FOR PROPOSAL
 PROGRAM MANAGEMENT ASSISTANCE, PRE-CONSTRUCTION SERVICES AND
 CONSTRUCTION MANAGEMENT FOR PARKS
 COBB COUNTY PARKS, RECREATION AND CULTURAL AFFAIRS DEPARTMENT
 SEPTEMBER 7, 2011

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Steve Salmon	Gude Management Group 133 P'tree St Ste 4900 Atlanta 30303	404 856-4400	404 856-4456	stephen_salmon@ gmgcpm.com
Tom Bills	Cobb County PRCA	770 528 8807	770 528 8814	tom.bills@cobbcounty.org
Luke Hanson	Possibility Construction 5755 North Point Pkwy Suite 27, Johns Creek	770-664-8400	770-664-5300	Hanson@possibilityconstruction.com
Channing Mason	Benning Construction Co. 4695 So. Atl Rd Smyrna Ga 30080	404 792 1911	404 792 2337	cmason@benningnet.com
Danny Crumley	Parsons 1780 Montreal Rd Tucker GA 30084	678-928-1955	678 676 1469	daniel.crumley@ Parsons.com
Whit Alexander	Lose i Associates 220 W. Crogen St. Suite 100 Lawrenceville, GA 30046	770-338-0017	770-338-0397	Walexander@ loseassoc.com
Arvic Silverman	Silverman CPM Ste 5 1075 Zanolifer Rd ATL. GA 30304	404-892-7274	404-892-0022	asilverman@ silvermancpm.com
LARRY TERRY	CROY ENGINEERING 200 N. COBB PKWY MARIETTA 30062	770-971-5407	770-971-0620	lterry@croyengineering.com

PRE-BID CONFERENCE

SEALED BID #11 – 5596
REQUEST FOR PROPOSAL

PROGRAM MANAGEMENT ASSISTANCE, PRE-CONSTRUCTION SERVICES AND
CONSTRUCTION MANAGEMENT FOR PARKS
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Ken Giannoni	CROY Engineering 200 N. Cobb Pkwy Marietta GA	770-971-5407	770-971-0620	Kgiannoni@croymengineering.com
Carl Crass Jr	Parsons	(404) 561-4398		carl.crass@parsons.com
ERIC TATUM	ATKINS	770-933-0280		ERIC.TATUM@ATKINSGLOBAL.COM
Brent Smith	Brookwood Group	404-350-6873	404-605-8906	Bsmith@BrookwoodGroup.com
PALL WALKER	Brookwood Group CPS	678 898-7928	404 605-8906	PWALKER@BROOKWOODGROUP.COM
Sue Prather	Comprehensive Program Svcs	770-451-7670	770-451-7672	sprather@cps-atlanta.com
Russell Small	Moreland Architects	678-641-5246	770-266-0165	rsmall@moreland.net

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Wendy Brantley	ATC Associates 1841 West Oak Pkwy, Ste. F Marietta GA 30062	770 - 427-9456	770 - 427-1907	wendy.brantley@atcassociates.com
Joseph Stento	DAVIS & ASSOC. 1514 E. Cleveland Ave. #103 EAST POINT, GA 30344	404-768-4433	(404) 768-4499	Joseph@davisassocatl.com
WILLIAM G. WISE, JR	ROSSER INTERNATIONAL, INC 524 WEST PEACHTREE STREET, NW ATLANTA, GA 30306	404-976-3800		wwise@rosser.com
SAM SMITH Wendy Brantley	"	"	—	ssmith@rosser.com Wendy Brantley
Kristin Davis	Guide Management Group	404-856-4400		Kristin.davis@dmgcpm.com
JOHN GROSS	MORELAND ALTOBELLI 1800 ROSWELL RD, STE 1050 MARIETTA GA 30067	770 565 8920	770 565 8042	cobb@maai.net
MEREDITH REMSBERG	W.E. CONTRACTING CO., INC. 6928 N. MAIN STREET ACWORTH GA 30101	770-975-7544	770-975-7545	wecoi@att.net
Terrence Green	BRS & ASSOCIATES 121 MLK Jr. DR. SW ATLANTA, GA 30303	404-729-3023	404-768-6881	tgreca917@gmail.com

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Tim Rakton	Collins PM 2755 Collins Dr Norcross 30092	770 263 2733	770 263 3735	traktont@kbsouth.com
Michael Higdon	Lyman Davidson Doolay 11040 Powers Ferry Rd. Bldg 1, St. 100 Marietta GA 30067	770-850-8494	770-850-8993	higdonm@ddi-atl.com
Allison Parker	MBP, Inc. Atlanta 30305 3525 Piedmont Rd. 5 Piedmont Center Ste 720	(404) 545-0354	(404) 869- 6301 ⁶³³⁰	aparker@mbpcc.com
LISA JAMES	CCPRCA	7) 528-8826	7) 528-8813	
Daphne Bailey	Cobb County Purchasing	7) 528-8423		dlbailey@cobbcounty.org
John Paulk	ATKINS	678 044-5363	-770 933-0971	john.Boudreau@ atkiwsglobal.com
Judy Sparks	Smartegies	678 641 0732		judy.sparks@ smartegies.com
BB Boudreau	Parks			

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Ethan Milley	James Lutz Laballe 3341 Peachtree Atlanta, GA 30326	404-995-2188	404-995-2200	Ethan.milley@am.tll.com
Vickie Moreland	Moreland Atobelli Ass. 2211 Beaver Run Norcross, GA 30071	678-728-9002	770 263 5955	vmoreland@moai.net
MARCO VESS	Counts Prod Maint 275 Scientific Dr. Norcross, GA 30092	770 263-3733	770 263-3731	MVess@countspm.com
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