



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 # 12-5672
Professional Design and Construction Administration Services
For Three (3) Cobb County Tennis Centers
Cobb County Parks, Recreational and Cultural Affairs Department**

DATE: MAY 16, 2012

Page 1 of 13

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 and questions from the pre-bid meeting on May 9, 2012**
- **Questions submitted in writing**
- **Sign in sheet from the pre-bid**

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 # 12-5672
Professional Design and Construction Administration Services
For Three (3) Cobb County Tennis Centers
Cobb County Parks, Recreational and Cultural Affairs Department**

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

Addendum #1

Cobb County Sealed Bid #12-5672 Professional Design and Construction Administration Services For Three (3) Cobb County Tennis Centers

Section 1. Pre-Bid Meeting - May 9, 2012, 10:00 am, Cobb County Purchasing

A. General Project Notes Presented During the Meeting:

- The cut off for questions is May 15, 2012, 5:00 P.M.
- Submit one original and **seven (7)** copies of the bid package. Note, this is different than the number (five) stated in the Pre-Bid meeting and Request for Proposals.
- The new buildings are anticipated to be one story buildings, not two story as indicated in the spreadsheet in the RFP.
- The designer is responsible for permit approvals, including any state required permits.
- Design includes utilities for the buildings and connection to utility services.
- Drainage must be away from the buildings, but not run across the tennis courts.
- All three existing tennis center buildings will be demolished.
- Tennis Court lighting and controls for lighting must be maintained throughout construction.
- Preparation of a schedule of special inspections required by the International Building Code is required. The schedule of special inspections will be utilized by the County in the selection process of a firm to perform the special inspections during the construction.
- Any geotechnical work needed for permitting and design shall be included in the proposal cost. Materials testing during construction will be by others.
- Unique requirements at Harrison
 - Access for the demolition and construction will be across the concrete sidewalk between the courts in front of the building.
 - Waste system will tie in to the existing septic system. Evaluation of the existing system is required.
- Unique requirements at Terrell Mill
 - Existing deck to be demolished and a new deck will be designed and constructed overlooking the tennis courts.
 - Design of paving and parking of the existing gravel parking area is included. The graphic in the RFP shows the approximate location.
- Kennworth
 - The building is currently served by propane tanks. Connection to natural gas main is required, eliminating the use of propane tanks.
 - Waste system will tie in to existing septic system. Evaluation of existing system is required.
- Provide shade/cover adjacent to buildings.
- Design shall include sight lines from office and counter to as many courts as possible.

- Consultant to provide bidding assistance, addenda preparation and construction administration.
- All three buildings will be similar in design with some variations in the floor plans. The Harrison building will be larger than the other two buildings.
- The sign-in sheet from the prebid conference is attached at the end of this document.
- The buildings are not required to be LEED certified, but incorporate LEED energy and water saving strategies whenever feasible within the established budgets.

B. Questions and Clarifications from prebid conference

- Question: Is boundary and topographic survey required for the projects? Answer: Topographic survey is required to the extent needed for the design and permitting of the facility considering drainage around the facility, tie in for utilities, etc. The County has no boundary survey for the parcels. The designer will be responsible for providing boundary survey to the extent necessary to comply with Cobb County Community Development permitting requirements.
- Question: When you refer to “staff” who are you referring to? Answer: The project development will be directed by Tom Bills and Russell Small but PRCA management staff and tennis center staff will attend the project meetings and provide input.
- Question: Per the RFP, the designs are to be completed concurrently on all three tennis centers. Will the meetings be held concurrently? Answer: The meetings may be held concurrently, but plans and details for all three buildings will be reviewed and discussed at the meetings.
- Question: Will the construction of the three buildings be concurrent? Answer: The projects will be bid for construction separately, approximately two months apart or as needed to coordinate with the activities at the tennis centers.
- Question: Will the construction be awarded to three individual contractors or as one contract? Answer: The projects will be bid for construction separately, approximately two months apart or as needed to coordinate with the activities at the tennis centers. Each project will be awarded to the lowest responsive, responsible bidder. Therefore, the projects may be awarded to one, two or three contractors.
- Question: Are there as-built plans of the existing buildings? Answer: No
- Question: Will the hazardous materials survey be included in the fee and will removal drawings be required? Answer: Hazardous materials surveys shall be conducted to the extent necessary to identify any hazardous materials in the existing facilities, and to support obtaining a demolition permit. Plans and/or specifications for proper removal and disposal of hazardous materials will be prepared to the extent necessary to identify the hazardous materials and allow

bidders to determine the quantities and guidelines required for removal and disposal. The hazardous materials survey and preparation of the plan and/or specification shall be included in the fee.

- Question: Will there be a separate FF&E package for bidding? Answer: The FF&E package will be minimal and included in the bids for construction.
- Question: The RFP requires a \$5 Million umbrella policy. Is that correct? Answer: The umbrella liability and professional liability limits will be revised. See the fourth bullet in section “**2. Questions Submitted to Purchasing**” below.
- Question: Is there a budget for all three tennis centers or will each have its own budget? Answer: Each building will have a separate budget. The proposal schedule in the RFP shall include the costs for the professional services for all three buildings and that total cost will be split between the three facilities by Cobb County at a later date. Responses to this proposal should include a single fee for all three buildings.
- Question: Is a certified cost estimator required to prepare cost estimates? Answer: The cost estimates must be accurate to allow the County to make informed decisions but a certified cost estimator is not a requirement.
- Question: Do we need to schedule visits to the parks? Answer: No. Parks may be visited during operating hours but refrain from asking questions of onsite staff, or for requesting access to closed areas. They are not authorized to answer any questions. All questions shall be directed to Cobb County Purchasing.
- Question: There could be unknowns with the septic unit, should we put a separate budget in for this? Answer: See the second bullet in section “**2. Questions Submitted to Purchasing**” below.
- Question: Are there any prototypes of the design? Answer: PRCA has some ideas and sketches, but there are no prototypes. Final layout will be developed by the designer based on input from PRCA staff. The designer should expect some variations in the floor plans depending on the location of the building to the tennis courts and the use of the building.
- Question: In the Construction Administration section, it requires unlimited site inspections. Is this accurate? Answer: Requirements for construction administration are identified on page 9 & 10 of the RFP. The intention of this section is for the appropriate design personnel to visit each site an average of once per month to ensure the project is being constructed in accordance with the plans and specifications. It is up to the consultant to determine the specific design personnel that should visit the site, depending upon the work being performed on site. This is in addition to other site visits required such as the initial inspection of erosion control BMP’s, punch list preparation, final inspection and warranty inspection. The project manager for the design consultant shall attend all monthly meetings.

- Question: Will the conformed documents at the end the construction be prepared from redlined drawings prepared by the contractor? Answer: Conformed as-built drawings will be prepared based on revisions issued by the consultant or Owner during construction and red lined drawings prepared by the contractor during the construction.
- Question: Will the prototype designs be used for future projects? Answer: There are two other tennis centers, Sweetwater and Fair Oaks, that will be developed utilizing 2011 PRCA SPLOST funding. We anticipate utilizing the prototype(s) created during the design of these three tennis centers for the remaining projects.

Section 2: Questions Submitted in Writing to Cobb County Purchasing

A. Questions and Answers

- Question: On Page 2, it notes that we should perform a suspect hazardous materials survey and if these are found, prepare a plan for their removal, plan for the potential of another bid set for the removal, etc.. Because the fees for these buildings will be relatively small, the cost for adding a hazardous materials removal plan, if one is required, will be a large portion of the total cost, and we can not know if this will be needed until the project is underway when more investigation is performed. Also, if this has to be bid out separately, that is another unknown cost. So that we can provide both a fee proposal and a scope that is in line with others you will receive, would it be possible to create a separate line item on the bid proposal for this type of work, so that the County can select whether to add this to the contract, when and if it is determined the work is actually needed? That way, each proposer is bidding "apples to apples" on whether they have included the work in the contract, and the County doesn't pay for additional fees unless the project requires it (which can't be determined until the project is underway). Answer: Hazardous materials surveys will be conducted to the extent necessary to identify any hazardous materials in the existing facilities and to support obtaining a demolition permit. Plans and/or specifications for the proper removal and disposal of hazardous materials will be prepared to the extent necessary to identify the hazardous materials and allow bidders to determine the quantities and guidelines required for removal and disposal.
- Question: Similarly, on Page 5, it notes that we are determine whether the existing septic system can be used or whether a new septic system is required. Again, this is something that can not be determined until the project is underway, and the amount of work involved can vary drastically if soil scientist fees are required, extreme amount of permitting is required, etc. Again, would it be possible require the bidders to include a separate line item for the permitting and design of a new septic system? Again, that way, each proposer is bidding "apples to apples" on whether they have included the work in the contract, and the County doesn't pay for additional fees unless the project requires it (which can't be determined until the project is underway). Answer: The existing septic systems are suitable for

the current capacity. If the new facility dictates an increase in the capacity of the system, a modification to the existing systems shall be designed.

- Question: On page 12, under Financial Stability, it asks for several things. Please be aware that some firms, in order to keep their tax burdens low, choose not to show "profit" on their year end statements and instead reinvest "profit" into improved equipment, marketing, staff bonuses, etc., may show less actual "profit" than other firms who actually made less real "profit", and thus may actually be more financially stable. Since what's shown in a financial statement may not depict a true picture of the company's financial health, can point values here be reconsidered, since these categories are easy to manipulate and every company crafts its financial picture as needed for varying purposes? One firm with a better true financial health may not hit 2 points and be rejected, while another firm struggling to survive might be able to capture all 5 points. Answer: No, the Financial Stability criteria will remain as written.
- Question: On page 19, the amounts of insurance differ from those shown on page 10 of the standard Cobb County contract. Of particular concern is the \$5,000,000 umbrella liability policy, which would require most firms to increase their premiums substantially, and thus pass the costs along to Cobb County. This seems out of line (too high) compared to the amounts of insurance for the other categories. Can we get clarification on this? Answer: The limits of insurance in the Professional Services sample contract and in the **Cobb County General Instructions for Proposers, Terms and Conditions** shall be revised to reflect the amounts listed below.

A. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$500,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard.
2. Automobile Liability: \$250,000 combined single limit per accident for bodily injury and property damage including all owned, hired, and non-owned.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000 per accident.
4. Umbrella Liability: \$2,000,000 combined single limits per occurrence.
5. Professional Liability - \$1,000,000 per claim and in the aggregate.

- **Question:** On page 22, the indemnification/hold harmless statement is different than the one shown on page 8 of the standard Cobb County contract. The one on the Cobb County contract includes statements about negligent acts, omissions, and willful misconduct, which are important to us maintaining our insurance on the contract. The one on page 22, doesn't include these crucial terms and does include statements that in the past have required modification to allow firms working for Cobb County to maintain insurance. Can you please clarify which is the one to be used? I would think the one in the Contract would govern. **Answer:** The Indemnification section in the sample professional services contract included in the RFP shall govern.
- **Question:** On page 22, it mentions "local vendor preference". If a firm employs largely Cobb County residents, is largely owned by Cobb County residents, etc., would that firm be called "local"? What if that firm is located just across the river in Sandy Springs? What if a firm largely employs Fulton County residents, is largely owned by Fulton County residents, but is located only a few hundred yards inside the boundaries of Cobb County, is that firm considered "local", even though the fees paid to that firm would be spent elsewhere? **Answer:** The Local Vendor Presence (LVP) Program qualifications are defined in Paragraph XXVII on page 22 of the RFP. To be considered for local vendor preference the vendor must have a physical office located within the biographical boundaries of Cobb County or a municipality located within the geographical boundaries of Cobb County for one (1) or more years.
- **Question:** Do we have to be a preapproved vendor for Cobb County to bid on this project? **Answer:** No, however, the selected design firm will have to become a registered vendor with Cobb County.
- **Question:** On page 12, under availability, item 4b...could you give clarification here? We're not sure how office location affects timeline. **Answer:** If you feel that the location of your firm in relation to the location of the projects is beneficial to the schedule you propose for the project, include an explanation as to how your firm's location will benefit the project and the expeditious management of the schedule.
- **Question:** If access drives to the tennis centers are less than 20 feet as stipulated by the fire marshal, would that be included in the scope? **Answer:** The plans must be permitted through all applicable departments including the Cobb County Fire Marshal's office.
- **Question:** Is the deck at Terrell Mill to come down and be replaced with a new deck on the new structure or is it your intention to keep the existing deck? **Answer:** Yes, the deck at Terrell Mill will be demolished and replaced with a new deck. It is possible that the new deck configuration may be different than the existing configuration, based on final layout of the building.
- **Question:** Does just the prime have to submit Exhibit B (DBE Identification Form) with the proposal if applicable or do subconsultants need to submit the

form with the proposal as well if they are being identified as DBE? **Answer:** Refer to page 25 of the RFP. Cobb County wishes to identify all DBE participation both at the contractor and subcontractor levels. Subconsultants are considered subcontractors. Therefore, DBE businesses and their subconsultants/subcontractors are requested to identify themselves at the time they propose to do business. Please complete EXHIBIT B if applicable and return with the submittal.

- **Question:** Do we address the Statement of Qualifications section of our proposal with our information as well as our subconsultants' qualifications? If we don't have to address all items with our subconsultants, which items would you like for them to address? **Answer:** Each respondent to the proposal is encouraged to incorporate your subconsultant qualifications in the staffing, experience/performance and availability portions of the proposal. Your subconsultant(s) approach to their assigned discipline shall be incorporated in the approach section. Any costs for the subconsultant(s) shall be incorporated into the Cost. The prime consultant only is to be included in the Local Vendor Presence.
- **Question:** Do we need to include references with the resumes (RFP - Page 11, Part I, Item #1a) as well as Item #2b of the same page? **Answer:** The references for individuals and firms may be included in either section. In some instances, individuals may provide references for work completed with other firms. When identifying a reference, indicate whether this reference is for the individual, firm or both.
- **Question:** For the "Financial Stability" section, is this to be addressed by the "top proposers" (shortlisted firms). Or do we address it now? If so, do we include our financial statement, and you calculate the ratios? If we calculate the ratios, please let me know what formula we use. **Answer:** The Financial Stability of the top proposer(s) will be evaluated by the County based on the information submitted by the Proposer. The financial information shall be included in the proposal.

1. Other Clarifications

- The Harrison and Terrell Mill Tennis Centers are also currently serviced by propane tanks. The new design shall include new natural gas service or electric service, dependent upon availability and budget impact, to replace the propane tanks servicing the existing facility.

PRE- PROPOSAL CONFERENCE

SEALED BID # 12-5672
 PROFESSIONAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES
 FOR THREE (3) COBB COUNTY TENNIS CENTERS
 MAY 9, 2012

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
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Chad Epple	SEI 2470 Sandy Plains Rd Marietta, GA	770-321-3936	770-321-3935	cepple@sei-seengineering.com
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KERRY BLIND	POND 834 WMAN Vinings Pkwy	404 222 1900	4/215-9111	kblind@pondco.com
REECE PARKER	BREEDLOVE LAND PLANNING	770.483.1173	770.485.1229	RPARKER@LANDPLANNING.NET
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*Please note that contact information provided to a government agency may be subject to public release as required by Georgia's open records law.

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Larry Diehl	GREENBERG FARROW	404-601-9000		LDIEHL@GREENBERGFARROW.COM
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Matt Bailey	Southland Engineering	770-387-0440	770-607-5151	m.bailey@southlandengineers.com
SANFORD 'SANDY' SHULMAN	AMERICAN SPECIALTY	404-281-5322	—	SANDYSHULMAN@FILINGEXPERTS.COM

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