



Addendum 1 for Request for Proposal (RFP) Professional Architectural Services for Georgia Municipal Association New Headquarters and Renovation Project

Issue Date: Monday, February 18, 2019

Questions and [Answers:](#)

- For the requested references, we plan to provide a name, phone number and email. Please confirm that will suffice.
[Confirmed. See revised section language.](#)

- Are consultants required to answer items C-I, beginning on page 6, or is that just for the prime architect?
[See revised section language.](#)

- In section E. PROPOSAL RESPONSE INFORMATION AND FORMAT, there is a list (a. through p.) of specific information requested in the qualifications. The heading of this list reads: "Firm and Consultants'/Engineers' information". In our experience, some of these items listed here (firm balance sheet, etc.) are often requested of the architect as the prime consultant but not requested of the consultants engineering firms. Could you confirm if the intent is for us to include all of the requested information for each consultant on our team? We want to give you the information you need, while keeping our response concise, useful, and within the 40 page limit.
[See revised section language.](#)

- On page 6, near the bottom of the document, it says "Firm and Consultants'/Engineers' Information." To clarify, does this mean that you'd like to have the same information about the applying firm and their consultants? More specifically, what information would you like to have for each consultant we plan to bring on board?
[See revised section language.](#)

- Regarding item J on page 7, would you like us to list every project that we've completed in the past three years, or just the projects we feel are relevant?
See revised section language.

- Within item K on page 7, the document mentions "three chosen projects." Do you want us to provide the listed information in Item J for just three projects, or for all relevant projects?
The "three chosen projects" only refers to references. See revised section language.

- Concerning project scope -- Will the design professional be responsible for FF&E selection, including furniture specifications? The RFQ document lists only FF&E coordination as a project service. Please clarify the FF&E scope.
The architect will be expected to provide FF&E drawings providing locations of furniture and coordination with any power or data needs and other building elements, but is not anticipated at this time to provide selection or design specifications for the FF&E.

- Please provide a few sentences describing site development and landscape services.
Services to include civil and landscaping services on the project site – landscape, hardscape, walls/fencing, etc.

- Will the site survey will be provided by the owner/developer to our specification? Or will it be required of the Design Professional to provide the site survey?
This will be provided by the Owner.

- Please confirm that the "Offeror's Oath" form is not required with this submittal.
Confirmed. This form will be required upon commencement of work, not with the response to this RFP.

- Are consultants required to provide existing commitments as well as their percentage of time to be spent on this project or is that for the prime only?
Prime architect only.

- Has a cost estimate been done?
Initial cost estimates have been done and will be shared with the successful proposer.

- Is there cost estimating included in the scope of this project?

The architect will be responsible for designing within the project budget and will be expected to provide schematic and design development estimates.

- Does your request for FF&E coordination include FF&E selection and specification?
The architect will be expected to provide FF&E drawings providing locations of furniture and coordination with any power or data needs and other building elements, but is not anticipated at this time to provide selection or design specifications for the FF&E.

- Is there a sustainability goal for this project?
It is the desire of the Owner to incorporate sustainable design and construction concepts in the project where feasible to do so. The architect will also need to assist with lifecycle costing for this facility. We will be looking for opportunities to make design decisions to reduce maintenance costs over the lifecycle of the building.

- Page count:
 - o Does the 40 page limit mean 40 pages front and back (total 80 pages) or total of 20 pages (40 front & back)?
The 40 page limit means either 40 one-sided pages or 20 two-sided pages.

 - o Do the following count towards the total 40 page count:
 - Consultant signed affidavits (this, alone would be around 10 pages)
The consultants will not need to execute this affidavit for the response to the RFP.
 - Contractor signed affidavit
 - Financials (in a separate sealed envelope)
 - Cover pages
As stated in the RFP, all pages count, regardless of content. The only item in the above list not counted are the financials in a separate sealed envelope.

- Section J: Is there a limit on how many projects we can include in this section? See revised section language.

- Section J: Is there any flexibility on the 3 year time limit? For example, would 3.5 years be okay? See revised section language.

- Section J: Do projects in this section have to be 100% completed at the time of submission?
No.

- Section K: project references: Can the references be from projects listed in section J? Or do we need to include three additional projects & associated references?
[See revised section language.](#)

- Section K: To what does this refer: “Criteria herein”? (“If the three chosen projects do not meet the criteria herein, provide additional references to satisfy the requirements”)
[See revised section language. This statement was removed.](#)

- Section K: Do subconsultants need to provide references? And are they required to provide three references each? (i.e. Mechanical/Electrical consultants, lighting, etc.) “A minimum of three references from projects of a similar scope and type shall be submitted with each proposal by the prime firm and sub-consultants.”
[No. See revised section language.](#)

- Is it permissible to include a Section 6 Appendix to include information requested in “o.” on page 8 of the RFP?
[Yes, though this will be counted as part of the overall page limit.](#)

- Please clarify that information listed as a-p on pages 6-8 of the RFP do not need to be in alphabetical order when rearranging requested information into sections 1-5 listed on page 6 of the RFP.
[That is acceptable.](#)

- Would GMA consider excluding requested forms and the transmittal letter from counting towards the 40 page limitation?
[No.](#)

- Would GMA consider excluding information provided in an Appendix to be excluded from the 40 page limitation?
[No.](#)

Revised Section Language: Modification to RFP: *The below language shall replace the original portion of section E regarding Qualifications and Information to be provided by the responding firm.*

E. PROPOSAL RESPONSE INFORMATION & FORMAT

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Provide the following Qualifications and Information within the Sections of the RFP above:

❖ Firm's Information

- a. Firm name, address, and telephone number. If the firm has multiple offices, include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site.
- b. Primary contact person(s) and telephone number(s). This person will be the point of contact for the Team throughout the entire Project.
- c. Total number of firm's full-time employees.
- d. Year firm established.
- e. Firm's annual revenue for each of the past five years.
- f. Provide a listing and description of all current litigation involving the Firm.
- g. Provide a listing and description of all litigation history for the Firm since and including 2015.
- h. Provide a copy of the most recent completed year's financial Statements (Income Statement and Balance Sheet) for the Firm (Shall be submitted in a separate sealed envelope). These statements will not be considered as part of the 40-page limit.
- i. Description of similar full-service architectural projects completed in the last 5 years – describe no more than 7 and no less than 4 projects, in order of most relevant to least relevant. Include:
 - Brief description of project (square footage, number of stories, etc.)
 - Delivery method
 - Construction budget and final construction cost
 - Time to complete design services
 - Scope of design services and key personnel from your firm that provided services
 - Time to construct project
 - Description and cost of contractor change orders
 - Special features (energy conservation, etc.)
 - Awards received
 - Owner's current contact information
 - Contractor's current contact information

A minimum of three references from projects of a similar scope and type shall be submitted with each proposal by the prime firm. Firms shall provide a contact name, phone number, and email address and/or a reference letter for each reference. References do not have to be (but may be) for the projects included in the above-mentioned list.

- j. Provide a description of the firm's special capabilities, techniques or resources that can be contributed to this assignment. Particular emphasis should be placed on demonstrating previous experience in related projects. Describe the firm's, or team's, qualifications to complete the work. The planning and/or architectural expertise required to accomplish the complete scope-of-work must be represented either within the firm's in-house staff, or by a team of consulting firms. A team submission must be made by a prime consultant. If the submission is a team submission, describe the previous experience that the prime consultant has had working with the various team members. Identify and provide resume information for Project Manager and the key personnel whose seals will appear on the drawings.
- k. Statement of firm's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.
- l. Provide a proposed GMA, Program Manager, Architect/Engineer Organizational Chart which identifies individual names and areas of responsibility.

Provide professional qualifications and description of the level of experience for prime architect key personnel in the design of projects similar to this project, including the level of experience with design of academic facilities and/or training facilities similar in nature to this project.

Provide list of firms for engineers or other sub-consultants planned to be utilized on the prime architect's team.
- m. Provide a comprehensive outline of the steps you propose in order to meet the services required in this RFP. This detail should indicate what is to be done, who individually, and by name is responsible to do it, and when it is to be completed. The Team should provide a design schedule that validates adherence with the GMA's Master Schedule within this RFP.
- n. At your option, you may provide any additional supporting documentation or information which would be helpful in evaluating your firm's qualifications and commitment.
- o. Firms should demonstrate their experience with working on Projects in overlay districts, primarily in the City of Atlanta, and understanding of the associated zoning and permitting requirements. Familiarity with the associated overlay district for this particular property should be evident. The effects of the overlay district requirements should be considered in the master schedule and budget for this project.