



SANDY SPRINGS™
GEORGIA

ADDENDUM NO. 2

RFP #18-005
STREET MAINTENANCE AND REPAIR

PROPOSAL DUE DATE:
FEBRUARY 21, 2017 NO LATER THAN 2:00 P.M. EST

In hard copy, not electronic copy or via email or fax.

Submit Proposals to:

City of Sandy Springs, Purchasing Office
7840 Roswell Road, Building 500
Sandy Springs, Georgia 30350

Proposals received after the deadline
or at any other locations will not be accepted.

QUESTIONS/RESPONSES

- 1) Who will be the evaluators of the proposal submittal? **The proposals shall be evaluated by a committee. This information is proprietary until after the evaluation process is complete.**
- 2) Is it possible for us to still come visit the city staff prior to its official release? **No.**
- 3) **P8. GENERAL SERVICES** – Can you provide more info on the current work order management system for evaluation of compatibility into our current system or challenges with such if we chose to use one or the other? **Contractor will be required to use the City’s current work order system, “Lucy”.**
- 4) **P9. SCHEDULE OF WORK** – Please confirm what the City’s expectation is regarding crew size availability. A crew of eight or four or anywhere in between? **One (1) crew of eight (8) persons to be separated into crew sizes to best accomplish tasks in an efficient and productive manner, with appropriate supervision and equipment for a 40-hour concurrent work week with the exception of scope requirements and recognized holidays. Crew size shall be agreed upon by the City representative and the contractor supervision prior to work commencing. At a minimum, at least one (1), four (4) person crew, of the eight (8) person crew, will be available eight (8) hours per day Monday through Friday at regular pay rate, with exception of recognized holidays.**
- 5) **P9.** Can you provide an example or a history of extra work or repair parts that may need to be purchased? **Although the City maintains spare/repair parts for the City owned spreaders and plows, there may be a need for repair parts to be purchased for these pieces of equipment during a winter event.**

- 6) P.11 What City owned equipment is available for use or what we may be asked to use? **The City owns five (5) salt/sand spreaders.**
- 7) P.11 PERFORMANCE EVALUATION – can you provide a definition of what is deemed unsatisfactory? Evaluation criteria seems somewhat subjective? **See section 5.**
- 8) P. 11 How will the portion of monies to be returned to the city be calculated if a position is vacant longer than 30 days? **If applicable, as a credit for that months' invoice.**
- 9) P. 12 Who pays for the water usage? Is that to be billed to the contractor or city just pay? If paid by the contractor is there a history of past usage that we can use to gauge potential cost of such usage? **This is considered to be an incidental/consumable and would be the responsibility of and paid for by the contractor.**
- 10) MATERIALS – Who pays for materials for the work required as part of the scope? If paid by the contractor is there a history of past usage that we can use to gauge potential cost of such usage? **The City will provide all materials for this contract.**
- 11) P. 12 SCHEDULED EQUIPMENT. Should subcontractor read contractor? **Yes**
Is all of this equipment to be billed into the 8 man crew cost? **Yes**
What is the usage history? **The contractor is expected to provide all the listed equipment forty (40) hours per week with exception of Holidays.**
Additional Scheduled Equipment omitted from the scope is as follows.
- 2 - Commercial Grade Chainsaws with appropriate PPE
 - 2 - Commercial Grade Power Blowers
 - 2 - Arrow Boards (MUTCD compliant)
 - 2 - Additional Pickup Trucks
 - Parking, labor, material and equipment Staging Area
 - 30 Yard Roll off and Debris Dumping Transfer Facility
- 12) P. 12 – What if equipment outside of what is listed is needed for a work order? **Additional equipment outside what is required in this scope will be rented under a City account on an as needed basis.**
- 13) P. 13. EMERGENCY EQUIPMENT – Is this emergency equipment in addition to the scheduled equipment? **No.** If no - then why are some quantities less than scheduled equipment?
If yes – how are we to include this additional equipment into the pricing model?
The Emergency Equipment should be as follows:
- **1 - 75 HP Rubber Tire Backhoe or equivalent**
 - **1 - Ford F250 or Equivalent**
 - **5 - Ford F750 Flat Bed Trucks or Equivalent equipped for City owned Spreader operation**
 - **1 -10+ Cu.Yd. Salt/Sand spreader (Contractor Provided) Attachment for F750 or Equivalent with truck.**
 - **2 - Stihl Quick Cut Saws (Chop Saws) or Equivalent with Fuel**
 - **1 - Plate or Jumping Jack Tamp with Fuel**

- (As Required) Gloves, hearing protection, eye protection, City logoed safety vests, safety boots, hard hats, rain suits, or other safety Equipment required by law.
- Required shovels, picks, lutes, rakes, brooms, and other tools as needed.
- Reflective Portable Safety Signs of the Non-Permanent Type (MUTCD compliant)
- Reflective Safety Cones and Traffic Barrels (MUTCD compliant)
- A Small Assortment of Barricades and/or Traffic Delineators (MUTCD compliant)
- Cell Phones or units with similar wireless Capability to adequately communicate with the crew(s)
- 2 - Commercial Grade Chainsaws
- 2 - Commercial Grade Power Blowers
- 2 - Arrow Boards (MUTCD compliant)
- 2 - Additional Pickup Trucks
- Parking, labor, material and equipment Staging Area
- 30 Yard Roll off and Debris Dumping Transfer Facility

The additional equipment should be priced as a per spreader truck basis.

14) P 16. Do you want the electronic submittal on a USB or cd or both? **Either is appropriate.**

15) P. 17 PROPOSAL PREP. Where do you want the period covered by procurement and the most important requirements to be presented? In VOL I?

For each are we just to restate what is in the RFP to confirm we understand it or should be elaborate on each? **Please follow instruction listed in RFP, Sections 3 and 4, pages 13-23.**

16) P. 19. CONTINUITY – How much do you expect us to know about the incumbent’s operations? If you expect details, we will need you to provide them to us? If you only expect how we have handled similar transitions in past similar situations, we can handle? **Continuity will be accomplished through a phase-in plan as follows.**

- i. **Organization. Provide a phase-in organization chart with a brief functional statement and proposed staffing for each position.**
- ii. **Schedule. Provide a schedule for all phase-in activities to be accomplished.**
- iii. **Communication and Coordination. Describe how you will work with the incumbent contractor and City staff, including resources and interfaces expected from each, to ensure an effective transition and continuous service.**
- iv. **Subcontracting (Implementation). Propose all controls/procedures to verify that all major subcontracted efforts will be in place as necessary for contract performance.**
- v. **Inventory. Describe how you will complete an inventory of City furnished Property, as described in the Model Contract, implement an appropriate system to account for the Property, and sign for accountability of the Property prior to start of contract.**
- vi. **Discuss the risks associated with your plan and ways to mitigate them.**

17) PERFORMANCE QUESTIONNAIRE – Much of our relevant work history is with FDOT?

18) The FDOT policy is not to provide references and they definitely will not fill out a questionnaire? They will provide you a report of the contracts that we have with them and the evaluation grades we have received from those contacts? Provided separately is a sample of a past report we got from

them as a reference when asked to fill out simple reference form for AL? Is this what FDOT provide acceptable or will we need to get references from others that will fill out your questionnaire? **Not acceptable. The City requires the requested questionnaire listed in RFP.**

- 19) P. 25 GENERAL INFO. Under what circumstances will you award to more than 1 firm? **Contract will be awarded to one firm.**
- 20) If the award is split must we accept the split award? **Not applicable.**
- 21) Is there a bid bond? **No.**
- 22) P.29. IGE – will this be published? **No.**
- 23) P.29 – What assumptions and calculations are you wanting to be presented to be evaluated? **See section 5.**
- 24) The price sheet only requires various crew prices, prices on two pieces of equipment and a total for 8-man crew. Why is this needed – some of these details are proprietary and may need to be qualified as such? **The crew pricing is for Overtime / Emergency Call- Out Work, and should include the cost of the required emergency equipment.**
- Additionally the two pieces of equipment for individual pricing should include the Cost/Unit/Day price for each Ford F750 Flat Bed Trucks or Equivalent equipped for City owned Spreader operation and 1 -10+ Cu.Yd. Salt/Sand spreader (Contractor Provided) Attachment for F750 or Equivalent with truck.**
- 25) P 49 EXHIBIT C. Appears to be the same as Appendix B to the model contract (spreadsheet) which will need to be provided? **Yes.**
- 26) What is expected in the narrative? **See section 4.**

27) The total annual contact number is inclusive of what beside the 8-man crew?

P. 12 SCHEDULED EQUIPMENT

- **1 - 75 HP Rubber Tire Backhoe or equivalent**
- **1 - Ford F250 or Equivalent**
- **1 - Ford F750 Flat Bed Trucks or Equivalent**
- **1 -10+ Cu.Yd. Salt/Sand spreader (Contractor Provided) Attachment for F750 or Equivalent.**
- **2 - Stihl Quick Cut Saws (Chop Saws) or Equivalent with Fuel**
- **1 - Plate or Jumping Jack Tamp with Fuel**
- **(As Required) Gloves, hearing protection, eye protection, City logoed safety vests, safety boots, hard hats, rain suits, or other safety Equipment required by law.**
- **Required shovels, picks, lutes, rakes, brooms, and other tools as needed.**
- **Reflective Portable Safety Signs of the Non-Permanent Type (MUTCD compliant)**
- **Reflective Safety Cones and Traffic Barrels (MUTCD compliant)**
- **An appropriate Assortment of Barricades and Traffic Delineators (MUTCD compliant)**

- Cell Phones or units with similar wireless Capability to adequately communicate with the crew(s)
- 2 - Commercial Grade Chainsaws with appropriate PPE
- 2 - Commercial Grade Power Blowers
- 2 - Arrow Boards (MUTCD compliant)
- 2 - Additional Pickup Trucks
- Parking, labor, material and equipment Staging Area
- 30 Yard Roll off and Debris Dumping Transfer Facility

28) What about supervision and other items such as the staging area, office, dumpster, scheduled and emergency equipment, materials, etc.? **Supervision and other items such as the staging area, office, dumpster, scheduled equipment should be included in the crew price for regular scheduled work. Supervision and other items such as the staging area, office, dumpster, emergency equipment should be included in the crew price for emergency work.**

29) EMERGENCY CALL OUT WORK CREWS. Is this hourly cost just for the crews? **Yes, as well as equipment necessary to perform the task.**

30) What about equipment? If equipment – what are we to assume equipment for 2-man crew vs 8-man crew and everything in-between. Depending on the emergency the required equipment can vary greatly. Is the 8-man crew is split up into 2 or more crews – what is the expectation for supervision of the separate crews? **The expectation is that whatever size the crew is, they will have the necessary equipment to perform the task but not to exceed the listed emergency equipment list.**

31) What number on this sheet will be used in the cost/price evaluation? **All submitted costs/prices will be used in the evaluation.**

32) RENEWAL YEARS – Is there any provision for cost increase such as CPI for renewal option years? **Not currently, but the City will allow up to 3 % CPI upon annual budget approved by Council.**

33) Scope of Services change: **Vehicle Tracking may be for all contractor vehicles utilized under this contract. Bid as an alternate therefore add a separate line item in the cost response section for your monthly and annual cost to provide this service.**

I hereby acknowledge receipt of Addendum Number 2 for Request for Proposal #18-005 Street Maintenance and Repair Project. I have incorporated the necessary changes into my response for the abovementioned Request for Proposal.

COMPANY NAME _____

CONTACT PERSON: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

PHONE: _____ EMAIL ADDRESS _____

SIGNATURE: _____ DATE: _____

**END OF ADDDENDUM #2
RFP #18-005**

STREET MAINTENANCE AND REPAIR