



ADDENDUM NUMBER 1

REQUEST FOR PROPOSAL RP-FY18 CITY OF SANDY SPRINGS GENERAL GOVERNMENT SERVICES RECREATION AND PARK SERVICES

PROPOSALS DUE:
MARCH 28, 2018 NO LATER THAN 2:00 P.M., EST

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

Questions:

1. What services is the city seeking as far as landscaping? Do we have access to any sort of landscape plan or square footage we will need to put together a proposal? **Answer:** Landscaping is handled as a contracted service. The Recreation and Parks department manages the contract.
2. Under M.1.A. Subfactor for Responsiveness, the RFP asks for the Offeror to present and describe its "organizational structure and the authority and autonomy of the on-site Work Package Lead." Can the City please clarify what it is meant by, and what it sees as the duties of "on-site Work Package Lead?" Would the City define who the "lead: is or would offeror? **Answer:** On-site Work Package Lead is also considered the Offeror's lead member of Key Personnel, outlined in the Task Order (Section J). This member would have a job description pertaining to the Recreation and Parks services to be provided but also serve as the single point of contact for the Contract. This lead would be defined by the Offeror.
3. The City requires that all use of the City of Sandy Springs logo be reviewed and approved in advance of its publication. Is it permissible for Offerors to incorporate the City's logo into proposals? **Answer:** Yes it is permissible to use in your proposal.
4. Under M.1.A.D. Subfactor for Continuity, the RFP states that City will evaluate Offeror's plans to "attract and retain" incumbent personnel to ensure contract continuity. The RFP also states under M.1.A.2.2 Subfactor for Key Positions/Personnel, that the City will evaluate Offeror's proposed Key Personnel according to their education, experience and qualifications, past performance, commitment, and overall capability." Given the City's interest in attracting and retaining incumbent personnel, would the City accept non-incumbent Offerors stating that we will make every to attract and retain incumbents, including those

incumbents that Offerors identify as holding Key Positions, but without requiring Offerors to submit resumes for these incumbent personnel who are not our employees at the present time? [Answer: Yes](#)

5. The RFP for Recreation and Park Services includes PDF copies of various cost models for Municipal Court Work Package. Does the City intend to publish similar cost models for the Recreation and Park Services? [Answer: Yes, they are included in the final RFP document.](#)
6. For 13.3 SOW, Park Maintenance, the assumption is that the bulk of the maintenance and janitorial work is being performed under different city issued contracts, but the supervisors and staff on this contract will be overseeing these contractors work and perform maintenance when needed. Is this correct? [Answer: Yes](#)
7. Can you provide a list from the past 3 years of recreation and leisure activities and programs being offered and managed by the Recreation and Parks department? [Answer: Yes, please see the attached list.](#)

I hereby acknowledge receipt of Addendum Number 1 for RFP #RP-FY18 City of Sandy Springs General Government Services Recreation and Park Services and have incorporated the changes into my response for the above mentioned Request for Proposal.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____