



SANDY SPRINGS™
GEORGIA

ADDENDUM NUMBER 1

**REQUEST FOR PROPOSAL #20-025 (“RFP”)
NORTH END DESIGN PLAN**

**PROPOSALS DUE:
October 31, 2019 NO LATER THAN 2:00 P.M., EST**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP

To All Prospective Offerors:

The deadline for questions has passed. In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the RFP:

1. Will interviews be held as part of the selection process? *At the City’s discretion, selected Offerors may be interviewed and re-evaluated based upon the criteria set out in the RFP, or other criteria to be determined by the Evaluation Committee (i.e. unique qualities, methodologies, or approaches taken to differentiate from other Offerors). Selected Offerors may be asked to provide additional information to the Evaluation Committee regarding demonstrated competence and qualifications, feasibility of implementing the Project as proposed, ability to meet schedules, costing methodology, or other factors as appropriate*
2. On page 8, under Task 3 Deliverables, number 9 is repeated twice. Is this a numbering or content mistake? *This is a numbering mistake.*
3. As a chapter S corporation, our audited financial statements are confidential. How do we address that part of the submission? *Mark the financial statements as “Confidential”. This will ensure that the City keeps your financial information private.*
4. Clarify the scope of materials that will need to be delivered for the website *Project information and project update content.*
5. This RFP was previously issued in the summer with a June 20th deadline. We would like to know the reason and circumstances behind the re-issue. *After review of the RFP documents and the resulting wide divergence of cost proposals and deliverables, it appeared that the RFP may not have been as clear as it needed to be in articulating expectations for the deliverables. Language was added to the RFP to provide as much clarity as possible regarding the City’s expectations for deliverables.*
6. Is here a standard form for the cost proposal submission? *The Cost Proposal should contain a competitive and innovative pricing sheet that incorporates all direct and indirect costs associated with the Project. It should break out the cost on a per shopping center site, including a cost per conceptual plan. Cost Proposals should be broken down by deliverables, time, task and personnel involved.*
7. The deliverables requested include Economic feasibility. Please clarify if scope pertains to market analysis or ROI analysis. *Conceptual plans should be based in reality given overall market demand. In addition, each of*

the (3) proposals for each of the four shopping centers should include a high level ROI analysis to determine if the proposals are financially feasible for a private development firm, or if public subsidies would be required.

8. Does the City have existing GIS data that the selected team can use to develop a comprehensive review of the existing conditions? If so what GIS layers does the City have for consultant use? [Sandy Springs GIS has information pertaining to hydrology, topographic contours and property boundaries.](#)

9. Does the City have existing field run survey and property boundary information for the project sites? Or will the use of NWI maps be acceptable? [There is no survey available.](#)

10. Is the City requiring a field delineated wetland and stream report for each project site? [No](#)

11. Is the City requiring a cultural resources report for each site? [No](#)

12. Does the City want a market analysis study completed as part of this project scope? [No, but conceptual plans should be based in reality given overall market demand.](#)

13. For the environmental screening, does the City desire a wetland/water delineation report or creation of environmental/water limits based on existing available data? [Based on existing GIS data](#)

14. Can the City share a budget range or limit to complete this scope of work? [No](#)

15. Will the city be providing as-builts of the existing buildings on the four sites? [No](#)

16. Are there detailed surveys and topography information available for each of the four sites? [Sandy Springs GIS has information pertaining to hydrology, zoning, topographic contours and property boundaries.](#)

17. Can the city provide the detailed zoning for each site as well as the zoning for adjacent properties? [Yes. Sandy Springs GIS has information pertaining to hydrology, zoning, topographic contours and property boundaries.](#)

18. The original proposal did not contain Maps from the Appendix section. Will these be redistributed for review? [The maps have been posted in Bonfire and on the City Website.](#)

19. Page 7 – 8, Task 2: Mapping + Environmental Screening: Please confirm mapping can be created using “online” resources in lieu of infield surveys and jurisdiction wetland delineation. [Sandy Springs GIS has information pertaining to hydrology, zoning, topographic contours and property boundaries.](#)

20. Page 8, Task 3 – Conceptual Plans: The document states conceptual plans should be prepared for City Manager and staff review by October 1, 2020. Is this date considered the target completion of the scope of work? [Yes](#)

21. Page 8, Task 3 – Conceptual Plans: Are there other city interdepartmental councils, departments or authorities that will need approval prior to October 1, 2020? Are there outside governmental approvals needed prior to October 1, 2020? [No](#)

22. Page 9, Section 4-A-1: Criteria for the technical proposal notes page limits for each component except for c – resumes. Is there an overall page limit not to exceed and are cover pages, table of contents, filler pages, etc. discouraged? [The overall page limit should be between 15-20 pages. Cover pages, etc. are not required.](#)

23. Page 9, Section 4-A-1-b: Is the appendix to consist solely of resumes? [Yes.](#)

24. Page 10, Evaluation Criteria Table: Some of the evaluation criteria descriptions in this table provide more detail than what is requested for the technical proposal on Page 9, Section 4-A-1. Related questions are listed below:

Schedule / Scope of Work: Please confirm that a schedule and work plan are required of the submittal. [Yes, a schedule and work plan should be included in your proposal.](#)

Similar Experience: The last sentence reads “The projects should reflect the firms’ experience delivering the design process from concept development to final completed construction plans for multimodal corridors”. Please confirm that this is required. [Remove this sentence from the Similar Experience section.](#)

25. Our question is about item “g on page 9” of the RFP. The RFP calls for our firm financials to be sealed in a separate envelope. Since the proposal submission is supposed to be submitted via BonFire online how are we supposed to provide these documents if it is an online submission? [Your proposal will be submitted in three separate sections. There will be three slots to upload your documents in Bonfire. One is for your proposal. One is for your cost proposal and the required forms. The last will be for your financial statements.](#)

26. Can we be assured that our sensitive documents if uploaded are not subject to cyber-attack?
Bonfire follows industry best-practices for application security which includes in-transit and at-rest encryption, role-based access control, default deny, least privilege access, third-party penetration tests, and comprehensive quality assurance and testing. Bonfire is GDPR compliant, SOC 2 Type 1 Completion Q1 2020."

27. For the Sandy Springs North End Design Plan, the RFP is asking for Financial Statements. Would it be possible for the City to sign a Confidentiality Agreement so that we can release the statements?
The City does not sign Confidentiality Agreements as we are subject to open record requests through the Freedom of Information Act. Mark your financial statements "confidential" and the statements will be kept private.

I hereby acknowledge receipt of Addendum Number 1 for Request for Proposal #20-025 North End Design Plan. 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: _____