



ADDENDUM NO. # 1
to the
REQUEST FOR PROPOSAL NUMBER 15-033
For
Abernathy Greenway Park Phase V (South side)
PROPOSALS DUE: *January 29, 2015 2:00 p.m.*

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.
City of Sandy Springs – Purchasing Division
Sandy Springs City Hall
7840 Roswell Road Bldg. 500
Sandy Springs, GA 30350

We have received and are answering the following questions:

- 1) Question: It appears as if a duplicate RFQ is included in the document, however the second copy is incomplete or different from the first document. Can you explain Appendix 4 - are you expecting us to include a copy of the sample contract, possibly red-lined, in our response?

Answer: A corrected file has been posted.

- 2) Question: Can you explain Exhibit A Scope of Services - what is expected with this exhibit?

Answer: Exhibit A is the scope of services from the RFP. Section 2.3.1 (beginning on page 8) becomes Exhibit A

- 3) Question: Can you explain Exhibit G Consultant's Proposal - what is expected with this exhibit?

Answer: Exhibit G incorporates the Offeror's proposal into the contract.

- 4) Question: Can you explain Exhibit H Schedule of Time - what is expected with this exhibit? In section 3 there is no mention of including a schedule.

Answer: This is the schedule for the design phase of the project. The City anticipates notice to proceed for design services to be mid-March, 2015. Conceptual plan and preliminary construction budget estimate will be due early to mid-May, 2015. Final construction documents for bidding will be due by mid-June, 2015. In your response

please confirm this schedule or purpose alternate schedule. As part of this addendum a revised evaluation criteria is provided. The revised criteria includes schedule.

The question and answer period is now closed. Addition questions may not be answered.

I hereby acknowledge receipt of Addendum 1 for the abovementioned RFP and have incorporated the changes into my response.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: : _____

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

End of Addendum No. #1

3.1.1 Technical Proposal Contents

The Technical Proposal must include detailed information relative to how your firm proposes to provide the design services described in section 2 of this RFP. The Technical Proposal **MUST** not include any cost figures. The Proposal Letter, included as page 3 of this RFP, must be included in this part and must be signed by a person authorized to legally bind the company. **FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.**

The Technical Proposal must also include the following information:

A. Corporate / Staff Qualifications

1. Provide company information and list officers, provide a statement of financial stability of the firm
2. Provide resumes of primary staff proposed for this project. Describe their proposed role in this project.
3. Provide examples of past similar projects performed by proposed staff.
4. Provide a project schedule. Sandy Springs anticipates bidding construction during the first quarter of fiscal year 2016 (July 2015 – September 2015). Offeror should provide a schedule showing key mile posts and decision points to meet this goal.

B. Experience/References

Using the form attached hereto as Appendix 2, provide at least three (3) but no more than five (5) references from other organizations where the Offeror has performed the services described in the RFP. The referenced projects should have been designed and constructed in the past three (3) – five (5) years.

C. Capabilities

1. Provide an overview of the firm - experience, brief history.
2. Discuss depth of the organization in the event one or more of the proposed staff members is unavailable to complete the project.
3. Provide information about your reference projects such as period of performance, duration, cost staff members assigned to the project and description.

SECTION 4 – PROPOSAL OPENING AND EVALUATION PROCESS

4.1 Opening of Proposals and Public Inspection

4.1.1 Public Information

During the opening of sealed proposals, only the name of each Offeror shall be announced. No other information will be disclosed nor shall the proposals be considered open record until after contract award by City Council. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the City Council award with the following four (4) exceptions; (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City; (3) any company financial information requested by the City to determine vendor responsibility, unless prior written consent has been given by Offeror; and (4) other constitutional protections.

4.2 Evaluation Criteria and Process

4.2.1 Best Value Evaluation

The City shall evaluate proposals for this solicitation and select the proposal that represents the best value for the City. Past performance (references) history will be evaluated on a basis approximately equal to cost considerations. By submission of its proposal, Offeror accedes to all solicitation requirements, including terms and conditions, representations and certifications and technical requirements. Failure to meet a requirement may result in a proposal being determined technically unacceptable.

4.2.2 Administrative Review

All proposals received will be reviewed by the Purchasing Office, a division of the City's Finance Department, to ensure that all administrative requirements of the RFP package have been met by the Offerors. Each proposal shall be reviewed to ensure that the Offeror has followed all guidelines for Proposal submittal, including but not limited to: submission of a separately packaged Technical Proposal and Cost Proposal; only technical information is included in the Technical Proposal; only cost information is included in the Cost Proposal; and all documents requiring a signature have been signed and included. Failure to meet these requirements may be cause for rejection of a proposal. All Technical Proposals that meet the administrative requirements will then be turned over to the Evaluation Committee for further consideration.

4.2.3 Evaluation and Ranking

A. General

The Evaluation Committee, assisted by Purchasing Department staff, will evaluate proposals and recommend whether to award to the highest-ranking Offeror or, if necessary, to seek discussion or a "best and final offer" in order to determine the highest-ranking Offeror. In ranking proposals, the Evaluation Committee may consider such factors as accepted industry standards and a comparative

evaluation of all other qualified proposals in terms of differing price, quality, contractual factors, and past performance (references). These rankings will be used to determine the most advantageous proposal.

B. Technical Proposal Evaluation

Technical Proposals will be scored and ranked based upon how well the Offeror demonstrates its knowledge and understanding of the following evaluation criteria, which will be used to evaluate Technical Proposals:

No.	Evaluation Criteria	Description	Score
1	Understanding of the Project	Offeror clearly demonstrates their understanding of the City’s goals of this project including public and community involvement as well as the environmental issues of the site	25
2	Experience	Offeror clearly demonstrates past experience designing public parks in stream banks.	25
3	Stream Bank Restoration	Offeror demonstrates approach to design within a stream buffer and obtain approval from all regulatory agencies	15
4	Schedule	Offeror provides a schedule that meets the City’s goal of bidding construction during the first quarter of fiscal year 2016 (July, 2015 – September, 2015)	15
5	References	Offeror demonstrates ability to meet deadlines, estimate accurately and produce complete documents requiring little clarification in bidding	20

As part of the Technical Proposal evaluation, the City may contact some or all of the references listed by the Offeror in its Technical Proposal on the form attached as Appendix 2. The City may also obtain data independently from other governmental and commercial sources, at its sole discretion. The purpose of this evaluation is to allow the City to assess the Offeror’s ability to perform the effort described in this RFP based on the Offeror’s demonstrated past performance.