



**Henry County  
Purchasing Department**  
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## **ADDENDUM #2**

**Issued 12/7/2020**

**RFP # 21-44**

**Fitness Room Addition to the Heritage Senior Center**

**Due Date and Time: December 14, 2020, 3:00 PM**

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The following items take precedence over referenced portions of the documents for the above-named project and in executing a contract, will become a part thereof. Where any item in the documents is supplemented hereby, the original requirements will remain in effect. All supplemental conditions will be considered as added thereto. Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

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This form must be signed and attached to the proposal to acknowledge receipt of this Addendum.  
**Failure to acknowledge any addenda will result in a non-responsive bid.**

**Revisions: The following sections have been revised and will replace previous sections:**

- **Section III Proposal Format**
- **Cost Proposal**

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Company's Name

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Date

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Authorized Representative's Name

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Authorized Representative's Signature

## SECTION III - PROPOSAL FORMAT- **REVISED**

### A. **TECHNICAL PROPOSAL FORMAT**

Provide four (4) sections under separate tabs as follows:

#### **Section 1 – Executive Summary**

The executive summary shall include a brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the potential problems and concerns

#### **Section 2 – Company's Qualifications and Relevant Project Experience**

##### **1. Firm or Firms' Information**

- a. Firm local name, address, and telephone number
- b. Primary local contact person(s) and telephone number(s)
- c. Total number of firm's local full-time employees
- d. Year firm established
- e. Listing, description and outcome of all litigation involving the proposer in the last 5 years.

##### **2. Experience:**

- a. List of comparable full service Design/Build Construction projects completed in the last 5 years. Include: size, cost, total fee, time to complete design services, scope of design services, time to construct facility, description and cost of contractor change orders, special features (energy conservation, etc.), awards received, and type of project (be sure to specify which projects were similar to facilities of this size and type).
- b. Provide no more than 3-5 examples of your experience as prime contractor in constructing facilities similar to this project (OR other public and private projects that indicate similar experience). For each of these projects:
  - (1) Provide photographs.
  - (2) Provide a reference familiar with your performance on the project. It is the proposer's responsibility to ensure that the listed contact and phone number are current.
  - (3) Provide a Design/Build reference (with current phone number) familiar with your performance on each project.
  - (4) Provide a Program Manager reference (if applicable).
  - (5) List the individual who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator. Please note whether this individual is still employed with your firm.
- c. For those projects listed in 1 and 2 above, indicate those projects that included architect, engineering consultant, and contractor serving a corporate or public client as a team.

##### **3. References**

Include references for related work over the past three (3) years, including client name, mailing address, contact name and phone number, email address, and a description of the services provided, including project dates and special features

##### **4. Staffing Management**

- a. Provide a proposed County/Architect/Engineer Organizational Chart, which identifies individual names and areas of responsibility.
- b. Submit brief resumes of each key team member, as listed below, in this section of the RFP.

- Design/Builder Project Manager
- Design/Builder Superintendent
- Design/Builder Field Engineer
- Design/Builder Safety Supervisor
- Architect responsible for all architectural issues and specifications.
- Civil Engineer responsible for civil engineering and specifications
- Structural Engineer responsible for structural engineering and specifications
- Life/Safety Engineer (certified) responsible for life/safety engineering and specifications
- Mechanical Engineer responsible for mechanical design and specifications
- Plumbing Engineer responsible for plumbing engineering and specifications
- Electrical Engineer responsible for electrical engineering and specifications
- Fixtures & Equipment Specification Technician responsible for selection and specifications
- Other specialty consultants as applicable
- Materials testing & inspection consultant
- Major Subcontractors

Resumes shall show at least the following:

- Name, specialty, job title, and project job title. The project job title must correspond with the positions listed.
  - Years of relevant experience with firm, and experience with previous employers. Project experience descriptions must include dates.
  - Academic degree(s), discipline and year degree(s) received.
  - Professional registrations.
  - Name of the firm(s) responsible for the individual and office location where employed.
  - A synopsis of specific experience, skills, training, or other qualities, which demonstrate the individual's ability to fulfill the duties of their position.
- c. Provide a current list of other commitments by the Design/Builder and its architects, engineers, and other key team members and estimated completion dates by project in this section of the RFP.
- d. Identify the individual who, from project start to finish, will be the leader of your construction team and the principal point of contact between your firm and the County and Architect along with other consultants.

### **Section 3 - Approach and Design**

#### **1. Design Solution**

Provide your design solution to the requirements of the RFP, as described in the scope of work.

#### **2. Services**

- a. 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.
- b. Please answer the following questions and/or provide adequate responses:
- (1) Provide one-page overview of services typically performed for similar projects using Design/Build Construction techniques.
  - (2) How would you implement these services to ensure the success of this project?
  - (3) How does your firm implement cost control and scheduling activities during

preconstruction?

- (4) Explain your approach to value engineering, citing relevant, specific examples.
- (5) Occasionally, subcontractors and suppliers go bankrupt during the course of a project. What would you do to protect the County from being adversely affected by such an occurrence?
- (6) Describe how your firm would assist the County in assuring participation by local contractors. Include examples of other projects where you have been successful in meeting similar goals.
- (7) Describe your approach to team work on a project of this magnitude.
- (8) Describe how your firm intends to arrange the construction into bid packages in order to reach the county's schedule and budget objectives.

### **3. Project Schedule**

Provide a draft schedule that includes milestones and estimated time of completion.

### **Section 4 - Required Forms**

Include all required forms in this section.

### **B. COST PROPOSAL FORMAT**

A sealed envelope marked "**Cost Proposal**" is to be submitted separately and is to include costs for the **Fitness Room Addition to the Heritage Senior Center**. A detailed Schedule of Values for the requested services shall equal the lump sum total and shall be attached to each cost proposal form. **Include \$50,000 cash allowance**. Any unused funds shall be refunded back to the Owner.

**COST PROPOSAL -REVISED**

*(Note: Proposer must sign and submit their cost proposal in a separate sealed enveloped marked as “Cost Proposal.”)*

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**All design and construction** shall conform to the current State and local building codes.

The total cost proposal amount should include a total (not to exceed) amount for the work described under the Scope of Work.

**Include \$50,000 cash allowance.** Any unused funds shall be refunded back to the Owner.

TOTAL COST PROPOSAL AMOUNT \$ \_\_\_\_\_  
(NUMBERS)

TOTAL COST PROPOSAL AMOUNT \$ \_\_\_\_\_  
(WORDS)

**Please attach a detailed Schedule of Values that equals the lump sum total.**

**Contractor shall start work immediately following receipt of Notice to Proceed. State when the work can start, after receipt of Notice to Proceed, and the number of calendar days required to complete the design work and the number of calendar days required to complete construction. After Contract Award, this completion date, in conjunction with the Notice to Proceed date, will be used to determine Liquidated Damages in the amount of \$150.00 per calendar day.**

**Bid #21-44**  
**Fitness Room Addition to the Heritage Senior Center**  
**Questions and Answers**

1. **Question:** Do we need to plan an exit/entrance door into new space or emergency exit only?  
**Answer:** **Plan for both an exit/entrance from the existing facility and an emergency exit out to the parking lot.**
2. **Question:** Do you have an estimated total of units that may need power and will you need floor boxes?  
**Answer:** **Budget for six (6) floor boxes (2-dedicated) to power fitness equipment, etc.**
3. **Question:** Will any of the fitness equipment require power?  
**Answer:** **Yes.**
4. **Question:** Do you want us to include price to relocate the KOI Type pond close to the new addition?  
**Answer:** **Yes.**
5. **Question:** Will you make the existing Structural, Site Drawings and Floor plan view of existing Building available?  
**Answer:** **See Addendum #1 dated 11/23/20 and associated MEP plans posted to the County website on 11/23/20.**