



**Henry County  
Purchasing Department  
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**ADDENDUM #1  
Issued 1/28/2021**

**RFP # 21-60  
Architectural Design Services for a Corporate Wedding Pavilion at Nash Farm Park  
Due Date and Time: February 17, 2021, 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 Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.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.**

**\*Section III-Proposal Format has been revised and will replace previous the previous Section III**

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Name

\_\_\_\_\_  
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. Individual or Firm's Information**

- a. 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 was established
- e. Listing, description and outcome of all litigation involving the proposer in the last five (5) years.

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

- a. List of comparable full service Design projects completed in the last 5 years. Include: size, cost, total fee, time to complete design services, scope of design services, 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 an Architect company in designing 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 Design reference (with current phone number) familiar with your performance on each project.
  - (3) Provide a Program Manager reference (if applicable).
  - (4) 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.

##### **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.

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 your firm 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 design 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~~ **Project Approach**

~~Provide your design solution to the requirements of the RFP, as described in the scope of work.~~  
**Provide your project approach 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 techniques.
  - (2) How would you implement these services to ensure the success of this project?
  - (3) Explain your approach to value engineering, citing relevant, specific examples.
  - (4) Describe your approach to team work on a project of this magnitude.

#### 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 **Architectural Design Services for a Corporate Wedding Pavilion at Nash Farm Park**. A detailed Schedule of Values for the requested services shall equal the lump sum total and shall be attached to each cost proposal form.

**Please attach a detailed Schedule of Values that equals the lump sum total along with a project schedule for the completion of design. The chosen Consultant will be given sixty (60) calendar days to complete this project from the issuance of the Notice to Proceed.**