



Henry County
Purchasing Department
140 Henry Parkway, McDonough, GA 30253
Phone: 770-288-6027 Fax: 770-288-6047

Website: henrycounty-ga.com/purchasing

ADDENDUM #2

Issued 2/4/2021

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

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 Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

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 IV -Evaluation and Selection Criteria have been revised and replaced.**

Company's Name

Date

Authorized Representative's Name

Authorized Representative's Signature

SECTION IV – EVALUATION AND SELECTION CRITERIA-REVISED

Henry County’s selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the County’s staff.

The Proposer’s submittal must fully address the requirements listed in this solicitation and the Firm’s degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the County’s intention to select a firm which is the most qualified to meet the County’s needs. The award shall be based on but not limited to the following factors:

RFP EVALUATION CRITERIA	Scoring Value Maximum Points
<p>Relevant Experience and References</p> <ul style="list-style-type: none"> • Description of comparable projects. • 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. 	35
<p>Experience and Availability of Key/Assigned Staff</p> <ul style="list-style-type: none"> • List of proposed personnel to be specifically assigned to this project, including their qualifications, overall experience on projects of similar scope, and résumés. • List of commitments of key team members and estimated completion dates by projects. 	30
<p>Methodology and Technical Approach to the Project, Quality and Completeness of the Response of the Proposal.</p> <ul style="list-style-type: none"> • Clear indication that all minimum requirements are met. • Quality of proposal that indicates clear understanding of scope of work. • Submission of concept drawings that provide a clear design solution. project approach. • Draft schedule that includes milestones and estimated time of completion. 	25
Cost Proposal	10
MAXIMUM SCORING POINTS TOTAL	100
<p>Oral Presentation/Interview At its sole discretion, the Evaluation Committee made up of County employees may require an interview/presentation before the final selection and award to a Firm. Submittal of material and information during an interview/presentation could add up to 15 additional points to the total score of the Firm.</p>	15 (possible additional points if an oral presentation is requested)
The Scoring Formula for the above Scoring Value Maximum Points is as follows:	
Excellent	.75 - 1.00
Good	.50 - .74
Fair	.25 - .49
Poor	0 - .24
Multiply scoring formula by possible scoring value maximum point allotment. <i>Example:</i> If you score a firm .6 (Good) on Relevant Experience and References and multiply .60 x 30 (maximum scoring points), this would equal to 18 points.	

SPECIAL NOTE - the Proposal Cost will be evaluated as follows:

- Low Conforming Proposal 10 points
- Proposals within 5% of Low Proposal 8 points
- Proposals within 7% of Low Proposal 6 points
- All Others 4 points

Best and Final Offer Process represents an optional step in the selection process and may be used when:

- a. No single response addresses all the specifications.
- b. The cost submitted by all proposers is too high.
- c. The scores of two (2) or more proposers are very close after the evaluation process.
- d. All proposers submitted responses that are deficient in one or more area.

Henry County reserves the right to remove the high score and the low score for each offer if deemed necessary.

The County reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Proposer. If negotiations cannot be completed successfully, then the County reserves the right to negotiate with the second highest ranked Contractor. Recommendations for an award will be the Proposer with whom potential contract negotiations were successful.