

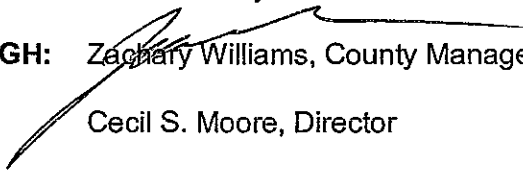


Fulton County, GA

Department of Purchasing & Contract Compliance

APR 6 2010

INTER-OFFICE MEMORANDUM (Revised)

TO: Fulton County Board of Commissioners
THROUGH:  Zachary Williams, County Manager
FROM: Cecil S. Moore, Director
DATE: April 6, 2010
RE: **Agenda Item #10-0385, Program Management Services for the Atlanta-Fulton County Library Capital Improvement Program**

In regard to Agenda Item # 10-0385, we have provided the modifications to the RFP pursuant to the Board of Commissioners discussions in regard to this project. The following modifications are as follows: (All addenda from the cancelled solicitation were incorporated into this RFP).

Added:

2.24 AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

3.6 TECHNICAL PROPOSAL FORMAT AND CONTENT

Section 1 – Executive Summary

- Provide the legal name of the entity responding to this proposal and list each firm that will comprise the entity.
- Provide the business type of the entity responding to this proposal (i.e., Joint Venture, Partnership, LLC, etc.)

Section 3 – Qualifications of Key Personnel

Clarification was provided regarding the number of positions and position classifications that required resumes and the resume format.

Section 6 – Financial Information

Clarification was provided regarding submittal of financial information for different business types (i.e., Joint Venture, Partnership, LLC, etc.). Upon approval by the Board of Commissioners, the new policy and procedure regarding the review and evaluation of financials will be clarified.

Section 8 – Disclosure Form and Questionnaire

It is the policy of Fulton County to review the history of litigation of each Proposer that includes bankruptcy history, insolvency history, civil and criminal proceedings, judgments and termination for cause in order to determine whether a firm's business practices, legal practices and overall reputation in the industry is one that would be acceptable to perform work for Fulton County. The Disclosure Form and Questionnaire is provided in Section 5, Proposal Forms, Form D.

Upon approval by the Board of Commissioners, the new policy and procedure regarding the review and evaluation of Disclosure Form and Questionnaire will be clarified in a subsequent addendum.

Section 10 – Cost

The Proposer shall submit its proposed Hourly Rates in the format established in Section 3.7 Cost Proposal Format and Content, Exhibit 2 of this RFP for each employee classification. Hourly rates shall be fully burdened billing rates to include profit and multiplier, at the prime and sub-consultant levels. Separate markups for sub-consultant labor will not be allowed.

Hourly rates shall be provided for each of the initial three (3) years. Identify the proposed annual escalation of rates, Consumer Pricing Index, by percentage. Hourly rates will be negotiated with the selected Proposer based on its proposal and the County's analysis of the hourly rates submitted by all Proposers.

Provide a formal written job description for each of the employee classifications identified in Exhibit 2.

Cost will be evaluated for each respondent using the rates requested in Exhibit 2, Section 3.7 of this RFP. The hourly rates of each respondent will be totaled and divided by the number of classifications requested to determine the respondents' average hourly rate. The respondent with the lowest average hourly rate will receive the full 10 points. For respondents with the second, third, fourth, etc., their average hourly rates will be divided into the lowest average hourly rate and multiplied by 10, the total points allowed for cost.

The County has established the following formula to evaluate cost proposals for Request for Proposals (RFP):

Lowest cost submitted

Each successive cost X Points allocated for cost in RFP = Cost proposal score

4.1 EVALUATION CRITERIA

The evaluation criterion was revised to add five (5) points for the evaluation of the Disclosure Form and Questionnaire, and to revise the points for Availability of Key Personnel from ten (10) points to five (5) points. See Attachment 1.

The RFP is scheduled to be released on April 12, 2010, and a copy of the full RFP will be provided to each Commissioner.

FSW/

ATTACHMENT 1

**SECTION 4
EVALUATION CRITERIA**

4.1 The following criteria will be used to evaluate the proposals submitted in response to this RFP:

Evaluation Criteria	Weight
Executive Summary	5 points
Program Management Plan	25 points
Qualifications of Key Personnel	10 points
Experience/Organization of Project Team	15 points
Relevant Project Experience	10 points
Financial Responsibility	5 points
Disclosure Form and Questionnaire	5 points
Availability of Key Personnel	40-5 points
Location of Firm	10 points
Cost	10 points
TOTAL POINTS	100 points