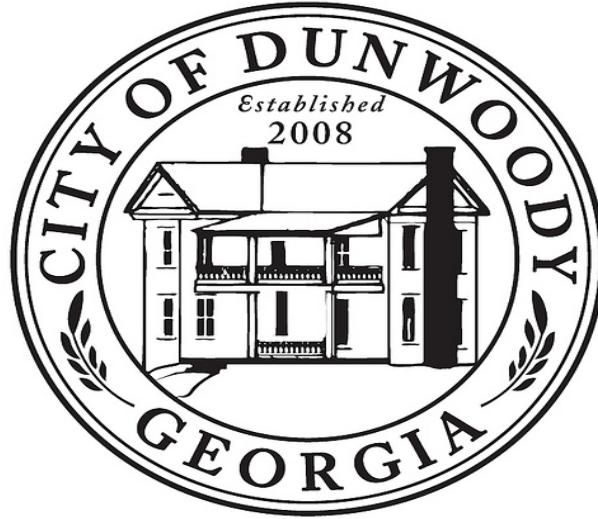


City Of Dunwoody

Addendum to the Request for Proposals for City Services



PUBLIC WORKS
Dunwoody, Georgia

Addendum to the
Request for Proposal
To Provide City Services

RFP Number 2008.003
Addendum Number 2008.003.01

November 10, 2008

City of Dunwoody
Request For Proposal (RFP): Public Works
Dunwoody, Georgia

GENERAL INFORMATION AND REQUIREMENTS

The information provided below contains supplemental information to the Request for Proposal (RFP) for City Services that was posted and made public on October 31, 2008. The Addendum information provided herein supersedes the information in the RFP.

In response to several requests and questions during the Pre-Bid Meetings on November 7, 2008, a Base Camp website has been established for prospective offerors. The purpose of this site is for the offerors to become familiar with the other firms that may be submitting proposals and to establish joint ventures and partnerships as necessary to meet the intent of each RFP. This site is located on the internet at www.boyken.projectpath.com. For those interested in participating, contact Lesley Baker (lbaker@boyken.com) for a login and password.

The city recognizes that contract terms are an item for negotiations. The terms included in the RFP should be considered a base and we expect the final contract to closely resemble these terms and conditions. Individual items may be changed based on contract negotiations with selected vendors.

Timing of Services and Major Milestones:

The City expects to work closely with the winning bidder to develop the milestones. Below, the City indicates the minimums required for December 1 and January 1. The City will work with the vendor to plan and rollout the broad range of services outlined in the RFP.

City vs. County Services:

The city is in negotiations with the county for it to provide: Fire, Sanitation, police (interim), Water and Sewer and property tax collection. The services listed in RFP-002 are required for the city to function.

Moving to Final City Offices:

The successful vendor for Finance and Administration shall be responsible for the coordination of moving all Public Works related equipment from the temporary City Hall location at 400 Northridge Road; Atlanta, GA to the permanent City Hall location (TBD) within the city limits of Dunwoody. The successful vendor for Public Works will be responsible for moving all personal items for their staff.

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SECTION 1 - REQUEST FOR PROPOSALS

Delete: The last paragraph on page 1 in its entirety: "Contractor shall supply a Performance Bond.....".

Add: to the end of Section 1:

The offeror shall read and acknowledge the Mission, Vision, and Values Statements for the City of Dunwoody and provide services which are in accordance with same. The offeror shall include a statement in their proposal stating their understanding and agreement to comply with the Mission, Vision, and Values Statements. The statements are as follows:

Mission Statement

The mission of the City of Dunwoody is to provide the highest quality of life for those who live, work or play in our community and to foster an environment where business can prosper. We will serve all stakeholders in a transparent manner with resourceful, efficient, progressive and professional leadership.

Vision

Dunwoody will provide quality service to our citizens and support the largest economic engine in the Southeast by carefully and thoughtfully planning. We will be inventive, transparent and embrace responsible progress which is tempered by our rich history and our desire to maintain a small community atmosphere. Dunwoody is a community where activities are centered around the family, our schools, our churches and synagogues, and our beautiful parks.

Values

Goals

To make Dunwoody a better community, built on mutual respect and trust and to promote and maintain the highest standards of personal and professional conduct amount all involved in City government – elected officials, City staff, volunteers, and members of the City’s boards, commissions and committees. Offeror shall also abide by the City Ethics Policy as maintained in the City Ordinances.

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SECTION 2 - RFP SCHEDULE OF EVENTS

No Changes

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SECTION 3 - SCOPE OF SERVICES

3.1 General

Project Description

Add: On December 1st, 2008 the successful offeror shall have in place in the City of Dunwoody interim City Hall:

- A full time Public Works Director that will be taking direction from the City Manager.
- A list of available personnel or subcontractors that can directed (within an hour's notice) any of the tasks outlined in Section 3 of the Public Works RFP under the direction of the Public Works Director or City Manager.
- An Administrative and Clerical employee under the direction of the Public Works Director

On January 1st, 2008 successful offeror shall start adding personnel to support the Public Works obligations listed under than RFP and to support the City Manager.

3.3 PUBLIC WORKS BASE BID

3.3.1 Public Works Director

In Section 3.3.1.1 Add:

Summary of the Job Description for the Public Works Director is as follows:

TITLE: Public Works Director

JOB SUMMARY:

Performs highly responsible professional, administrative and technical work involved in planning and directing public works activities in the areas of construction, maintenance and cleaning of street, sidewalks and drainage; the maintenance and repair of cemetery and park buildings and grounds; and vehicle maintenance. Also performs supervisory and professional engineering work. Work involves the responsibility for long range and current planning, survey, design and inspection of all streets, parks and cemetery projects, and of all contract engineering projects. The employee delegates day-to-day activities to supervisory staff, but performs unusual tasks which require a high degree of skill and technical knowledge personally. The employee exercises independent judgment and discretion on all technical matters within the department subject to guidelines set by the City Manager. Employee reports to the City Manager for review of work and evaluation of performance.

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SUPERVISION EXERCISED:

Exercises supervision over clerical, administrative, maintenance and professional staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises subordinate public work supervisors and department support staff, either directly or through subordinates.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Issues written and oral instruction.
- Assign duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operating.
- Maintains harmony among workers and resolves grievances.
- Prepares composite reports from individual reports of subordinates.
- Adjusts errors and complaints.
- Prepares and documents budget requests; administers adopted budget in assigned area of responsibility.
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructures of the public works department.
- Evaluates public works needs and formulates short and long term plans to meet needs in all areas of responsibility, including streets, drainage, collection and disposal of trash, sanitation services, water and sewer maintenance, maintenance and repair of cemetery and park buildings and grounds, and vehicle maintenance.
- Oversees the development or update of the City Transportation Improvement Program, the Capital Improvement Program or other programs involving public works.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
- Oversees project management for the construction of assigned public works projects Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates the preparation of reviews and updates street maps, storm drainage maps, data base, and comprehensive plans.

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- Oversee the maintenance of infrastructure and other records.
- Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- Monitors inter-governmental actions affecting public works.

3.3 PUBLIC WORKS BASE BID

Section 3.3.5 Street Maintenance and Striping

3.3.5.1 Delete: "The offeror shall include in their proposal the paving and striping of 4 miles per year of resurfaced asphalt roadways in accordance with Georgia DOT standards with a minimum topping layer of 1.5"."

3.3.5.2 Delete: "The offeror shall include in their proposal a pothole repair crew (labor, material and equipment) for a minimum of 3 full days per month."

3.3.5.2 Delete: "The offeror may provide this service by the use of subcontractors, ...".
Replace with: "When the offeror is requested to provide these services, it may be accomplished through subcontractors, ..."

3.3.6 Sidewalks, Gutters and Related Street Areas

3.3.6.1 Delete: "The offeror shall include in their proposal the installation of 2 miles per year of new concrete sidewalks and 2 miles per year of new concrete curbing. "

3.3.6.1 Delete: "Installation of the new sidewalks and curbing..." Replace with: "The installation of any new sidewalks and curbing under this contract..."

3.3.7 Traffic Signals, Street Signs and Street Lights

3.3.7.1 Delete: ".....up to an amount which shall not exceed **\$15,000.00 per year.**"
Replace with: ".....up to an amount which shall be agreed upon with the City Manager during the contract negotiation process."

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3.3.8 Parks and Recreation

3.3.8.1 Add fourth sentence after “..reduction in the contract.” which states: “There is a possibility that the City of Dunwoody will be responsible for maintaining the Parks and Recreational facilities for the City on January 1, 2009 regardless of the outcome of negotiations with Dekalb County. Vendors should be prepared to provide basic maintenance after this date.”

3.3.12 Emergency Preparedness

Add Section 3.3.12.3 Offeror shall be capable of assisting the Police Department with chains or other traction devices in the event of a snow or ice storm which may impair the traction of Police or other City vehicles.

3.4 PLANNED PREVENTATIVE MAINTENANCE (OFFEROR TO PROVIDE UNIT COSTS)

In Section 3.4.1 Add (at the end): Provide line item costs for all of the activities outlined in the Revised Fee schedule in Section 5.3. Unit prices shall be all inclusive with labor, material, equipment and miscellaneous taxes and expenses included. All Public Works projects under this contract which exceed twenty thousand dollars (\$20,000.00) will require an RFP to be produced by the offeror in conjunction with the City Manager. The RFP for the project must receive a minimum of three bids from qualified subcontractors prior to the awarding of the contract unless otherwise directed by the City Manager. The successful bidder of these contracts shall supply a Payment and Performance Bond to the City in an amount acceptable to the City Manager.

3.5 CAPITAL IMPROVEMENTS

Add Section 3.5.4: Provide total fees that will be assessed by the offeror to manage new Capital Improvement projects for the City of Dunwoody as outlined in the Revised Fee Schedule in Section 5.3. Management fee shall include procurement of design firms (as necessary), developing RFP’s and identifying the most qualified vendor for the Capital Improvement projects. The management fee shall be based on a hypothetical Budget set aside amount of \$500,000. The actual amount Budgeted for capital Improvement projects may be higher or lower.

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3.6 ALTERNATES

3.6.1 Add Alternate #1: WOMACK ROAD IMPROVEMENTS

Add (at the end): Pricing of the Womack Road Improvements is for **Budgetary Purposes Only** and shall be based on the drawing provided at the following website:
http://www.jkheneghan.com/city/Task_Force/Roads/Dunwoody%20Academy%20Street.pdf

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SECTION 4 - GENERAL INFORMATION AND REQUIREMENTS

No changes

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SECTION 5 - FORMS

In Section 5.3 Proposed Fee Schedule

Delete Proposed Fee Schedule Table provided in RFP #3.

Add New Fee Schedule as follows:

5.3.1 Public Works Base Bid: General Maintenance and Inventory: from Section 3.3

Provide line item costs for the following activities outlined in Section 3.3.

SERVICE	YEARLY		
	2008/2009	2010	2011
Lump Sum for Section 3.3:	\$	\$	\$
Public Works Director & Support Staff			
Inventory of Assets & GIS Interface			
Comprehensive Transportation Plan			
Street Maintenance, Management			
Maint. of Traffic Signals, Street Signs & Street Lights			
Parks & Recreation Maintenance			
Motor Vehicles and Equipment			
Miscellaneous Design Services			
TOTAL (for 5.3.1)			

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5.3.2 Planned Preventative Maintenance (Offeror to provide Unit Costs): from Section 3.4

Provide line item costs for the following activities. Unit prices shall be all inclusive with labor, material and miscellaneous taxes and expenses included for:

SERVICE	Unit	Qty	Unit Cost	Estimated Amount for 2009
Sidewalk Repair				
Demolition (cost per LF)	LF	200		
New Sidewalk	LF	200		
Curb Repair				
Demolition	LF	200		
New Curb	LF	200		
Pot Hole Repair				
Crew, Equipment & Material	Monthly Cost	3 Days/ Month		
Asphalt Paving & Striping				
Demolition of Existing	SY	1000		
Installation: 2 Lane Residential Road	SY	1000		
New Street Signs				
Less than or equal to 12 SF	EA	10		
Greater than 12 SF to 24 SF	EA	10		
TOTAL (for 5.3.2)				

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5.3.3 Capital Improvements (Managing Projects from Money set aside in the City Budget to be used to Improve City Infrastructure): Section 3.5

Provide total fees that will be assessed by the offeror to manage new Capital Improvement projects for the City of Dunwoody. Management fee shall include procurement of design firms (as necessary), developing RFP's and identifying the most qualified vendor for the Capital Improvement projects. The management fee shall be based on a hypothetical 2009 Capital Improvement Budget of \$500,000. The actual amount Budgeted for Capital Improvement projects may be higher or lower.

<u>Budget Amount</u>	<u>Fee Percentage</u>	<u>Proposed Management Fee</u>
\$500,000.00	_____	\$ _____

5.3.4 Grand Total for 2008/2009
Total Proposed Fee - add totals from 5.3.1, 5.3.2, & 5.3.3

\$ _____

(end of Fee Schedule)

5.3.5 Alternates

5.3.5.1 Add Alternate #1 (For Budgeting Purposes Only):

WOMACK ROAD IMPROVEMENTS

Provide a budget amount for the paving, curbing and sidewalks at Womack Road for the new 4th and 5th Grade Elementary School. Add Alternate bid shall be based on Dwg. C-05c produced by KYCA Engineers dated 1-18-08. This drawing can be accessed on the internet at the following site:

http://www.jkheneghan.com/city/Task_Force/Roads/Dunwoody%20Academy%20Street.pdf

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SECTION 6 - EVALUATION CRITERIA
No changes

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EXHIBIT A: FORM OF CONTRACT

In Section 3 Compensation

Add: Section 3.2 Reimbursables

We expect the offeror to provide a turn-key proposal that includes all materials, labor and expenses unless noted otherwise in the RFP. Extra-ordinary expenses not covered by the proposal will require pre-approval of the City Manager and may require a purchase order for reimbursement.

In Section 4 Term and Termination

4.3 Delete: "with or without cause within sixty (60) days written notice..."

4.3 Add: "with or without cause within **ninety (90)** days written notice..."

In Section 10 Insurance

10.7 Delete this section in its entirety.