
City of Dunwoody RFP Information (Q & A)

Public Works

Project: City of Dunwoody
Date: November 14, 2008
Purpose: RFP Questions and Answers
RFP #: 2008.003

The following list contains questions and answers which have been received from Vendors who are interested in responding to the three City Services RFP's posted on October 31, 2008.

Public Works

1. Q - In the RFP, we note that page 5, paragraph 3.3.2.2 references a city asset inventory performed for the Citizen's for Dunwoody, Inc. that is posted on your website via a hyperlink. We have not been able to locate the inventory document. Can you please direct me to the appropriate location to obtain this information?

A - Here is the link to the Task Force reports:
http://www.jkheneghan.com/city/task_force

2. Q - In item 5.3 Proposed Fee Schedule, what is meant by "Fee Basis"?

A - The fee schedule has been clarified and revised in the Addendum posted on 11/10/08.

3. Q - In item 5.3 Proposed Fee Schedule, do we need to provide line item costs for each of the Service activities or is a Lump Sum for each of the three years acceptable?

A - Individual Line Item costs are not required and can be totaled as a Lump Sum for each of the three years of proposed service.

4. Q - In item 5.3 Proposed Fee Schedule, Vehicles and Miscellaneous Design Services are combined. Would the City consider separating these since the services described do not appear to be related?

A- Yes this has been changed in the Addendum dated Monday 11/10/08.

5. Q- In item 5.3 Proposed Fee Schedule, what services/tasks are included in "Storm Water Utility"?

A - All activities listed in Section 3.3.10 of the RFP dated 10/31/08. Also the Fee Schedule has been modified in the Addendum dated 11//10/08.

6. Q - Item 5.3 Proposed Fee Schedule, in an effort to standardize the costs submitted by each firm, would the City consider reformatting this form to include areas and descriptions for the required unit costs and annual fees, in addition to those items already listed?

A - Yes this has been changed in the Addendum dated Monday 11/10/08.

7. Q - Page 6, item 3.3.4.1 references recommendations made by Street Smarts regarding establishing a grid system. May we obtain a copy of this information?

A - This can be found in the Task Force reports listed in #1 above.

8. Q - Will the City provide office furniture, equipment, and systems for staff that are assigned full-time to this contract?

A - Yes, the city will provide office furniture, basic equipment, and basic computer equipment and software for all full time employees at the Dunwoody City Hall.

9. Q - Page 12, item 3.6.1 references a "dwg. C-05c". May we obtain a copy of this drawing?

A - The drawing is available on the following website:

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

10. Q - What is the initial contract term?

A - 1 year terms with potential renewal after 1st and 2nd years

11. Q - Font size--can smaller font size be used for graphics and charts; but maintain 12 point size for written narrative and text?

A - Yes

12. Q - Is there an addendum planned to the RFP at this point?

A - The addenda to the RFP's were posted on the Boyken International website on 11/10/08.

13. Q - Must a Prime Contractor include all elements of the request in their response to be considered as submitting a complete response? i.e. will a prime contractor who does not provide for all functions identified in the RFP be rejected as making a non-responsive submission?

A - Yes. Responders must be able to provide all services or have a plan in place to do so.

14. Q - Must an entity (whether a Prime Contractor or a Sub-Contractor) have been present at the meeting held November 7th to be included in a RFP response? If so, what about entities who were not represented but may have long term relationships with entities who were present?

A - The prime contractor responding must have been at the Pre-Bid meeting for the RFP that they will bid on.

15. Q - Can a Sub-Contractor be included in the same capacity in responses from multiple Prime Contractors?

A - Yes

16. Q - Is there City of Dunwoody logo artwork (digital eps. Files) that are available for the signs, safety vests, magnetic door stickers that could be made available quickly once the decision is made to enter into an agreement with a proposer? This will help to expedite the installation of City Limit Signage and magnetic door signs for the vehicles.

A - The City branding is in progress however, the existing logo which is on the cover of the RFP's will be available electronically.

17. Q - Can we get a bit more detail re the anticipated or expected scope for the following: the Assets & GIS Interface, Comprehensive Transportation Plan, and Miscellaneous Design Services? These three categories are subjective, and we would like to provide the applicable pricing structure for the expected service level that the City of Dunwoody desires.

A - Please price these as closely as possible based on the information in the RFP and Addendum. The actual services required will be determined by the City Manager and can be clarified in the final negotiations with the successful vendor.

18. Q - The "New Street Signs" line items on 5.3.2 in the Addendum would be better suited if they were in inches as opposed to SF, though we can price as is, it would be more advantageous to the City of Dunwoody if the units were inches (height and width).

A - Please price as stated in the Addendum dated 11/10/08. You may also include price per SF of signage.

19. Q - Could you direct us to where Exhibit A is referred to in the payment item 3.1?

A - Exhibit A is the Form of Contract which should be attached to the RFP accessible on the Boyken.com website.

20. Q - Inventory of roads and assets, are we to understand that The City of Dunwoody will take ownership of all box culverts, retainer walls, bridges and similar concrete or otherwise structures? Will the Water Works still be under Dekalb County for the duration of the contract, with the City of Dunwoody responsible for storm and sanitary?

A - Water and sewer will remain with Dekalb County. All other structures listed above will be City owned.

21. Q- Will the existing Dekalb Co. Comprehensive Transportation Plan suffice for the brunt of the work to be done in 2008/09 in order to keep any Federal funds that have previously been set aside for capital work? If so will the plan be made available to the successful proposer?

A - We were not aware of the Dekalb County Transportation Plan or the amount of Federal Funds set aside for capital work. We may or may not be able to provide this to the successful vendor, however, the scope of the Dunwoody Transportation Plan will have to be finalized through discussions with the City Manager most likely starting during the initial interview.

22. Q - Is the inventory of assets in the second and third year and each year thereafter merely an update of any new infrastructure improvements, with the first year that it is done being the most costly and comprehensive?

A - That is correct. With the addition of maintenance or wear and tear issues that may also arise during the year between updates.

23. Q- Is it mandatory that our org chart starts with a PE, registered in the State of Georgia, whom will have our Public Works Director under him along with the balance of our staff? Or could our registered PE act as support staff in a Chief Contract Administrator position on a part time basis? More importantly, is the PE a mandatory item or a preference?

A - A PE available as support staff would be sufficient for the Public Works RFP.

24. Q - What software did you use to create the org chart in the bid documents?

A - Microsoft Visio

25. Q - The addendum removes any reference to stormwater from the fee proposal. However, Item 3.3.10 - Stormwater was not deleted from the RFP. What, if anything, from item 3.3.10 still remains in 3.3 - Public Works Base Bid. If Item 3.3.10 remains a part of this contract, how are we to indicate associated fees?

A - Only the Storm Water Utility paragraph was removed in the Addenda.

26. Q - Item 3.3.2 - Inventory of City Assets indicates that stormwater catch basins and inlet structures are to be inventoried. If Item 3.3.10 - Stormwater had been removed from 3.3 - Public Works Base Bid, does this still apply?

A - Only the Storm Water Utility paragraph was removed in the Addenda.

27. Q - Are we to include computers, printers, furniture, phone systems, software, etc. in our Fee Proposal? If so, does the City intend to establish any type of standards such that equipment and software provided under all contracts will be compatible?

A - No, the city will provide office furniture, basic equipment, and basic computer equipment and software for all full time employees at the Dunwoody City Hall. All computers and software will be standardized and will remain the property of the City.