



## Oconee County Board of Commissioners

### Addendum 1

**DATE:** August 20, 2021

**TO:** All Prospective Bidders/Offerors

**FROM:** Finance Director

**RE:** Addendum 1, RFPQ# 22-08-001 Administrative Building Construction Management at Risk Services

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The following changes are to be incorporated into the solicitation documents dated **August 6, 2021**. All those receiving this addendum should modify their documents to show the below described changes.

1. Pre-Proposal Meeting Minutes
2. Pre-Proposal Meeting Questions and Answers
3. Pre-Proposal Meeting Sign-in Roster

All questions shall be directed to the Owner Contact, Jessica Ellis, Procurement Officer via email to [ocbids@oconee.ga.us](mailto:ocbids@oconee.ga.us).

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#### 1. Pre-Proposal Meeting Minutes

- Adam Glenn opened the meeting. Listed below are notes from the meeting and additional procurement procedures.
- The meeting was held on August 17, 2021 in the Commissioner's Chambers located at 23 N Main Street Suite 205 Watkinsville, Georgia 30677. The meeting began at approximately 10:05 AM and ended at approximately 10:20 AM. The bid number, description, and timeline were announced.
- County representatives included Justin Kirouac County Administrator, Wes Geddings Finance Director, and Jessica Ellis Procurement Officer.
- Adam Glenn, Project Architect represented awarded design firm Hill Foley Rossi & Associates LLC.

- This meeting was not mandatory and attendance was not required to qualify as a respondent.
- Any additional questions should be emailed to [ocbids@oconee.ga.us](mailto:ocbids@oconee.ga.us). The deadline for these questions is August 23, 2021 at 2:00 PM.
- Any questions received will be answered via an addendum posted to the county's website by August 27, 2021 at 5:00 PM.
- The deadline for bid submissions is September 2, 2021 at 2:00 PM. Submissions received after this time will not be accepted. The bid opening will follow and the submissions will be opened and announced out loud.
- Adam Glenn reviewed the project and opened the meeting up to questions.
  - Building will be located on a 7.6 acre site at the intersection of US 441 S and Macon Highway.
  - It will be across the street from the Oconee County Fire Station #1 located at 7580 Macon Highway Watkinsville, Georgia 30677.
  - Currently in the final stages of the programming phase and have determined this will be an approximately 40,000 square foot, two (2) story building.
  - Inclusive budget for this project is \$12.5 million.
  - Awarded Contractor will be brought in during the final stages of design to assist in determining cost.
  - 2 Step evaluation process
    - Step 1 – All qualifications submissions will be evaluated and shortlisted firms will be determined. Cost proposals will be requested of shortlisted firms only.
    - Step 2 – Interviews and cost proposal submissions of shortlisted firms will be evaluated to determine recommended contractor.

## 2. Pre-Proposal Meeting Questions and Answers

**Q1:** Is the bid opening on September 2<sup>nd</sup> just an announcement of the Contractors?

**A1:** Yes, that is correct. All received submissions will be opened and the Contractor's name announced publicly.

**Q2:** Page 15 of the bid documents lists insurance and bonding as part of the CMAR's business and background evaluation criteria. What should we include in our submission?

**A2:** Please include a current certificate of insurance and a bond letter.

**Q3:** Are subcontractor affidavits required in the qualifications bid submission?

**A3:** Bidders are welcome to include subcontractor affidavits in their bid submission but they are not required. Awarded Contractor will be required to submit before a Notice to Proceed can be issued.

**Q4:** The cost proposal lists 3 components that make up the total price. The 3<sup>rd</sup> component is listed as General Conditions Cost based on designated percentage. Would that be

percentage of proposal against the total stated budget? Or a fee percentage of components 1 and 2 to get lump sum price?

**A4:** Item 1 should be lump sum for Preconstruction services. Item 2 should be lump sum for General Conditions. Item 3 should be a percentage fee for Profit, Corporate Overhead, and Mark-ups, and should be based against the total stated budget only. Do not add percentage on top of items 1 and 2. (Response revised after meeting)

**Q5:** Should the percentage be based on the \$12 million or the \$12 million plus pre-construction and general conditions cost?

**A5:** Item 1 should be lump sum for Preconstruction services. Item 2 should be lump sum for General Conditions. Item 3 should be a percentage fee for Profit, Corporate Overhead, and Mark-ups, and should be based against the total stated budget only. Do not add percentage on top of items 1 and 2. (Response revised after meeting)

**Q6:** To confirm, add the three components together for a subtotal and then a percentage of that total?

**A6:** Item 1 should be lump sum for Preconstruction services. Item 2 should be lump sum for General Conditions. Item 3 should be a percentage fee for Profit, Corporate Overhead, and Mark-ups, and should be based against the total stated budget only. Do not add percentage on top of items 1 and 2. (Response revised after meeting).

**Q7:** Is the intent to interview the shortlisted firms?

**A7:** Yes, shortlisted firms will be interviewed.

**Q8:** Can we visit the site at any time?

**A8:** Yes, site visits are welcome and do not have to be previously arranged.



## Pre-Bid Meeting Sign-In Roster

**Requesting Department:** Administration

**RFQP Number:** 22-08-001

**Date/Time:** August 17, 2021 @ 10:00 AM

**Description:** Administrative Building CMAR Services

**PLEASE PRINT INFORMATION & ATTACH A BUSINESS CARD**

COMPANY REPRESENTATIVE	COMPANY NAME & ADDRESS	PHONE/EMAIL
Parker Whitaker	<b>McKnight Construction, Inc.</b> 635 NW Frontage Road. Augusta, Georgia 30907	(706) 863-7784 <a href="mailto:blakely@mcknightconstruction.com">blakely@mcknightconstruction.com</a>
Shane Stevens	<b>RW Allen Construction LLC</b> 1867 W. Broad Street Athens, Georgia 30606	(706) 546-5887 <a href="mailto:sstevens@rwallen.com">sstevens@rwallen.com</a>
Ray McEwen	<b>RW Allen Construction LLC</b> 1867 W. Broad Street Athens, Georgia 30606	(706) 546-5887 <a href="mailto:rmcewen@rwallen.com">rmcewen@rwallen.com</a>
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Adam Glenn	<b>Hill Foley Rossi &amp; Associates LLC</b> 3680 Pleasant Hill Road, Suite 200 Duluth, Georgia 30096	(770) 622-9858 <a href="mailto:aglenn@hfraa.com">aglenn@hfraa.com</a>