

CLAYTON COUNTY WATER AUTHORITY

Request for Proposal

HUIE SITE RECREATION MASTER PLAN

Proposal Opening: Tuesday, August 11, 2015 at 2:00 p.m. (local time)

A D D E N D U M # 1

Dated: August 3, 2015

Acknowledgment of receipt of this addendum **MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFB.**

REVISIONS:

1. Replace page 1-2.2 with page 1-2.2R which modifies Item F. to read “F. Identify and quantify additional management needs and costs associated with the preferred alternatives identified in Item E above. Cost should including staffing and annual maintenance.”
2. Replace page 1-2.4 with page 1-2.4R which add under “2.7 Proposal Format” the following “All proposals should be limited to 25 pages exclusive of any resumes and sample plan.”

QUESTIONS:

1. On page 1-2.5, section E Cost Proposal it is stated that “Payments will be made based upon deliverables as outlined Project Understanding and Approach.” Can you please clarify; does this mean that CCWA will pay consultants in full upon the completion of each deliverable, or will consultants have the ability to bill for the percent of work complete within each deliverable? Payment schedule could influence the way deliverables are broken down by cost.

Answer: CCWA will make progress payments to the awarded consultant at the completion and acceptance of each proposed deliverable. The consultant will not have the ability to bill for percent of work complete within each deliverable.

2. Page 1-2.2 Section F states “...identified in step 5 above.” We assume step 5 to mean Section E, immediately preceding, can you please verify this is correct? If not please direct to the ‘section 5’ that is referenced.

Answer: See revision number one above.

CLAYTON COUNTY WATER AUTHORITY

Request for Proposal

HUIE SITE RECREATION MASTER PLAN

Proposal Opening: Tuesday, August 11, 2015 at 2:00 p.m. (local time)

A D D E N D U M # 1

3. We do not see a page limit stated for the proposals. Can you please verify there is no page limit?

Answer: See revision number two above.

4. Regarding proposal format, we see the request for a sample plan to be submitted. If our proposal is to include additional relevant past project experience, is there a preferred location that it should be included in the proposal submitted? In reviewing the proposal format we would expect to place additional project information in either Section B. Qualifications/Experience of Project team and Sample Plan or Section D. References (beyond the minimum required 3 references/brief project summaries).

Answer: The preferred location of all relevant past project experience should be included in Section B. Qualifications/Experience of Project and Sample Plan. However the same client/project can be used in Section D. Reference as well.

5. When utilizing a SLBE sub-contractor, is there a percentage of the contract value goal that should be met?

Answer: The RFP contains a "preference points" incentive for use of a CCWA certified SLBE only. There is not an SLBE prime or sub-contractor contract (percentage) goal.

SIGNATURE

COMPANY NAME

DATE

Division 1

General Information

Section 2: Project Overview – Revised

activities. Activities include:

1. Water reclamation activities (wetlands treatment, maintenance, nuisance animal control, winter controlled burns).
 2. Timber management – harvesting and tree planting.
 3. Managed deer hunts.
 4. Annual Wetlands and Watershed Festival.
 5. Ongoing activities at the Newman Wetlands Center.
 6. Use of the Community Use Building.
- E. Develop alternatives for improving outdoor recreation and environmental education opportunities on the Huie Site. Interview key CCWA staff for input as part of this process. Hold at least one workshop with CCWA staff to present these alternatives and develop preferred alternatives. Insure that any alternatives are consistent with current site uses and protection of our water supply watershed.
- F. Identify and quantify additional management needs and costs associated with the preferred alternatives identified in Item E above. Cost should include staffing and annual maintenance.
- G. Present preferred alternatives to the CCWA Board of Directors and modify plan based on feedback.
- H. Develop an implementation plan for the preferred alternative including:
1. Conceptual plans for any improvements such as trails, buildings, etc.
 2. Management and staffing needs.
 3. Proposed schedule.
 4. Associated construction cost estimates for any improvements.
- I. Identify potential partner organizations and funding sources that are compatible with the preferred alternative. Prepare a Powerpoint presentation and draft brochure that could be used with funding requests.
- J. Prepare a final report documenting the planning process, the preferred alternative and implementation plan.
- K. Present the final plan to a meeting of CCWA staff and a follow-up meeting with the CCWA Board of Directors.

Division 1

General Information

Section 2: Project Overview – Revised

Water Authority, 1600 Battle Creek Road, Morrow, GA 30260. No facsimiles will be accepted. At the time specified for the Proposal Opening, the sealed containers shall be publicly opened, but only the names of the Firms shall be read aloud.

2.7 Proposal Format

All proposals should be limited to 25 pages exclusive of any resumes and sample plan. All proposals should include the information outlined below and be tabbed to denote the sections as noted:

A. Executive Summary

This part of the response to the RFP should be limited to a brief narrative highlighting the proposer's proposal. The summary should contain as little technical jargon as possible, and should be oriented toward non-technical personnel.

A one page letter of introduction and interest on letterhead. Company information must be provided as follows: the full name and physical address of the organization and the branch/office that will perform the work. Include telephone number, full mailing address, fax, email and website if applicable. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the State(s) in which you are incorporated and/or licensed to operate. A representative who has the legal capacity to enter the organization into a formal contract **must** sign the cover letter.

B. Qualifications/Experience of Project Team and Sample Plan

This proposal response section should address the following items:

Provide an organizational chart and relevant summary experience and/or resumes of key personnel and any subcontractors proposed for the project.

Specify the office/location for each person, subcontractor identified, and the level of effort of involvement anticipated.

Submit a sample plan that you have completed in the past that most relates to this project which includes but is not limited to the following:

A comprehensive Master Plan that includes such items as a conceptual plans for improvements, staffing needs and associated budget.