

CHATHAM COUNTY PURCHASING & CONTRACTING DEPARTMENT

ADDENDUM NO. 1 TO RFP 19-0065-4

FOR: ON CALL APPRAISAL SERVICES FOR CHATHAM COUNTY


PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

1. REPLACE CURRENT **SECTION III - GENERAL CONDITIONS** WITH THE ATTACHED **REVISED** SECTION (3 sheets)
2. REPLACE CURRENT **SECTION IV - SPECIAL CONDITIONS** WITH THE ATTACHED **REVISED** SECTION (3 sheets)
3. REPLACE CURRENT **ATTACHMENT H** WITH THE ATTACHED **REVISED** PAGE (1 sheet)

**NOTE: PROPOSALS REMAIN DUE BY:
5PM, WEDNESDAY, JULY 24, 2019**

THE PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.

6/24/19
DATE



ROBERT E. MARSHALL
SENIOR PROCUREMENT SPECIALIST
CHATHAM COUNTY

REQUEST FOR PROPOSALS

GENERAL CONDITIONS SECTION III

Chatham County is requesting proposals from qualified firms to perform **On Call Appraisal Services for Chatham County**. The County presents this “Request for Proposals” to describe its needs and those criteria which will be used to determine selection of services. The Annual Contract(s) will be for one **(1) year, with the option of an additional four (4) automatic renewal years**, with an NTE of **\$300,000 per year, per contract..**

3.1 METHODOLOGY. The procurement described herein is being conducted as a Request for Proposals through professional services selection, a method of selecting professional services as provided in The Chatham County Purchasing Ordinance and Procedures Manual. This will be a three-step selection process, a summary of which follows:

STEP 1/ ACCEPTANCE AND EVALUATION OF PROPOSALS: All technical requirements, unless otherwise specified, must be met by the Proposer. The goal of Step 1 will be to accept, evaluate and score qualification proposals that meet technical requirements and develop a “short list” that represent the best of all proposals.

–In the interest of a fair, objective and competitive process, Chatham County intends to accept all qualified proposals and give them complete and impartial consideration.

–Any proposal which does not meet all technical requirements may be disqualified as being non-responsive.

– Proposals which are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposals are not accepted will be promptly notified that they are not being further considered and why.

–Recommending proponents that best qualify for the short list will be done through a committee evaluation process based on established technical criteria as described herein. Final decision on the staff’s recommendation is made by the Board of Commissioners.

STEP 2/INTERVIEWS: The evaluation committee **may** interview each finalist firm. If interviews are conducted, they will be scored. It will be at the discretion of the evaluation committee on the number of firms that will be interviewed .

FINAL SELECTION: Upon completion of the selection process by the evaluation committee, the firms will be ranked in order of recommendation using the sum of individual rankings from the evaluation committee members.

The committee will select up to six (6) firms who provide the most favorable combinations of experience, qualifications, management, and proven ability to produce deliverables “on time and within budget”.

- 3.2 **PRE-PROPOSAL CONFERENCE.** N/A
- 3.3 **PROPOSAL DEADLINE.** The response to this ‘Request for Proposal’ must be received by the Purchasing Division no later than **5:00 P.M., JULY 24, 2019.** Any proposal received after the time stipulated will be rejected and returned unopened to the proponent.
- 3.4 **WITHDRAWAL OF PROPOSAL.** Any proposal submitted before the deadline may be withdrawn by written request received by the County before the time fixed for receipt of qualification proposals. Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as Chatham County receives it by the deadline as provided herein.
- 3.5 **CONFIDENTIALITY OF DOCUMENTS.** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the qualification proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law.
- 3.6 **FORMAT OF RESPONSES.** To be considered, proponents must submit a complete response to the request for proposals. The format for responses is presented in Section 2. All responses must be presented in this format, which will not be negotiable.

The response to the RFP must be submitted in 1 original, 4 copies, and electronic version to:

Mr. Robert Marshall
Senior Procurement Specialist
1117 Eisenhower Drive, Suite C
Savannah, Georgia 31406
(912) 790-1622
Fax (912) 790-1627
email: rmarshall@chathamcounty.org

Questions relating to the proposal shall be directed to Mr. Marshall **either by e-mail or fax. NOTE: Please have the original un-bound. All copies shall be bound.**

- 3.7 **REJECTING QUALIFICATION PROPOSALS.** The County reserves the right to reject any or all proposals and will not be bound to accept any proposal should Chatham County consider that the proposal would be contrary to the best interest of Chatham County or this project.
- 3.8 **COSTS TO PREPARE RESPONSES.** The County assumes no responsibility nor obligation to the respondents and will make no payment for any costs associated with the

preparation or submission of the proposal.

3.9 EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this Contract, the CONSULTANT agrees as follows:

The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION IV

SPECIAL CONDITIONS

- 4.1 Factors such as proponent's relevant experience, reputation, past performance on similar projects, excellence of the team and project manager to be assigned to the project, technical competence, ability to meet program goals, completion within a reasonable time will be considered in the shortlist and contract award recommendations made to the Board for their decision. Commitment in the level of involvement of local MBE /WBE firms, consultants and employees will also be regarded in evaluating proposals.

Firms will be evaluated initially on the basis of the written qualification proposals. Thus, the proposal must be complete, concise and clear as to the capability and intent of the respondent. Further evaluation may include an oral presentation which will be scheduled after receipt of the written qualification proposal.

As such, to maintain competitiveness and to ease evaluation, responses to the RFP must be responsive to the following and presented in this format and order:

- Introduction/cover letter
- Stability and Local Resources
- Experience and Qualifications
- Ability to Provide Services
- Local and MBE / WBE Participation
- References (not scored)

FORMAT ORDER AND GRADING CRITERIA OF RESPONSES TO THE RFP

NOTE: All qualification proposals will be presented on 8 1/2" by 11" paper, either bound or in a notebook. The information will be tabbed according to each requested section.

I. **INTRODUCTION/COVER LETTER**: You should provide no more than a TWO page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this section should include the name, address, telephone number, FAX number and e-mail address of one contact to whom any correspondence should be directed.

II. **STABILITY AND LOCAL RESOURCES** (10 points) To include the firm's history, growth, resources, litigation history, financial information and other evidence of stability. This shall include:

Firm's History and Growth
Financial Information

III. EXPERIENCE AND QUALIFICATIONS (50 points) To include evidence of the qualifications and experience of the firm's key staff and evidence of the ability of the firm in providing services in programs comparable in complexity, size, and function to clients such as government entities and similarly structured organizations. This includes degree of relevant competencies of the principal professional(s) and lead staff , and evidence of competence, including review of:

Relevant Project Experience of the Firm

Experience of key resources on relevant projects of the Firm

Relevant experience of the Project Manager and team members

Project Manager's and team members' education, registration, and years of experience in Appraisal Services.

IV. ABILITY TO PROVIDE SERVICES (25 points) To include the Firm's apparent ability to provide services to Chatham County, including the firm's apparent fit to the project type and /or needs of Chatham County, any special or unique qualifications for the project, past and projected work loads (available resources), quality assurance procedures, and any special or unexpected services offered by the firm which might be suitable for the program.

V. LOCAL / MBE / WBE PARTICIPATION (15 points) To include your use of local and MBE and WBE firm involvement. Indicate past efforts for local minority outreach and any current ongoing activities. Indicate proposed level of involvement for this contract. For any questions regarding Local, MWB/ WBE participation, please contact: **Connell C. Heyward, Chatham County Minority and Women Business Coordinator, 1117 Eisenhower Drive, Suite 101, Savannah, Georgia 31406, (912) 652-7828 phone, or (912) 652-7951 fax. Email: cheyward@chathamcounty.org**

VI. REFERENCES: References (at least three), including contact, relationship, address and phone number. Note: Chatham County reserves the right to contact any known former clients about your performance.

4.2 DISCRETION. The County shall have sole discretion in evaluating both the responses and qualifications of the respondents. **Please note that the evaluation committee will recommend up to four (4) firms with the highest scores after all steps are complete, but it is the Board of Commissioners which, after consideration of staff's recommendations, makes the final contract award decision.**

4.3 ASSIGNMENT. The consultant shall not assign or transfer any interest in the contract without the prior written consent of the County.

4.4 CONTRACT. Successful respondents will be expected to execute a contract within 30 days of notice of award. The contract will be for one year with the option of an additional four automatic renewal years, and for an amount not to exceed \$300,000 per year. No guarantee is given to the amount of work a firm will receive over the contract period. NOTE: Selection of consultants will be done on a rotation basis with consideration of a firm's particular expertise in a certain areas. The selected firms will be

consideration of a firm's particular expertise in a certain areas. The selected firms will be required to submit a Schedule of Hourly Rates to the Project Manager.

- 4.5 PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS.** The consultant will perform the project as an independent contractor and not as an agent or employee of the County. Joint ventures and sub-consultant arrangements are not prohibited; however, the consultant shall secure written permission from the County before sub-consulting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- 4.6 CHANGES.** In the event a contract is awarded, the County may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. Any changes in the project team, including consultants, will require prior approval of the County. At the least, replacements must be equal in experience and preserve commitment to local or MBE participants.
- 4.7 TERMINATION OF CONTRACT.** The County shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 30 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, the County may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.
- 4.8 ADEQUACY AND ACCURACY.** The professional and technical adequacy and accuracy of designs, drawings, specifications, documents and other work products furnished under contract, will be conducted in a manner representative of the profession. If implementation of the Consultant's designs results in the need for plan modification and/or construction contract change orders or additions resulting from an error or omission by the Consultant, the Consultant shall provide, at no cost to the County, all professional services necessary to address the error or omission. This is in addition to the County's right to recover from the Consultant damages for the Consultant's errors and omissions.

ATTACHMENT H

AFFIDAVIT REGARDING LOBBYING

Each Proposer and all proposed team members and subcontractors must sign this affidavit and the Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2019

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____