

February 16, 2015

RFP 15-04 Addendum 1

Questions Series 1:

Concerning the Documentation, are legal descriptions required?

Answer: No

Will the 'Exhibit A' preparation be based totally on GIS database provided, i.e. property parcels?

Answer: Exhibits will be based totally on the GIS database provided. Exhibits may incorporate property parcels, conveyance alignments, structures, aerial imagery, other elements of GIS database, and additional shapefiles / easement areas generated by the consultant.

Will the recorded DeKalb County Easement Deeds be provided?

Answer: Images of the final plats that contain DeKalb drainage easement information will be provided by the city. Image files will be organized by subdivision name and/or parcel number.

Does pricing items #1 - #3 need to include the Easement Layout and Document Development Fee?

Answer: Yes

Will this entire process require oversight by a P.L.S?

Answer: This is not a requirement of the City. However, professional registrations should be displayed predominately in responses.

If a property owner does not agree to "donate" the easement in question, will an exception process be implemented?

Answer: Generally no exception process will be implemented.

Will the easement templates be provided on CD?

Answer: Templates for the written portion will be provided. Templates for exhibits will need to be generated by contractor.

Are any of these easements commercial properties?

Answer: The vast majority of projects will be completed on residential properties. Easements Acquisition on commercial property may be required. If both the City and the Contractor believe an easement to be unusually difficult (or simplified due to previous efforts of the City) during assignment to the contractor, hourly rates may be considered.

Will the consultant be responsible for recording easements?

Answer: No

Question Series 2

In regards to RFP 15-04, is a Boundary Survey acceptable? If so, what are the minimum features to be depicted?

Answer: Easements exhibits will be based on GIS. Temporary and Permanent Construction easements areas will be discussed on a parcel by parcel basis with City Staff. Contractors will need to be fluent in GIS and have ability to create new shapefiles and exhibits based on conversations with City staff.

Question Series 3

Do you have a preference with regard to the number of copies you'd like us to submit?

Answer: Please submit 3 hard copies and one electronic copy. A cost sheet should be included on a separate piece of paper not connected to the main proposal. Both the cost sheet and proposal can be included in the same envelope.

Do you have any preference as to how we organize our proposal for submittal, or is it solely up to the responder?

Answer: The proposal document, including resumes, should be no longer than 15 pages. Organization of the proposal and other elements of responses are up to the consultant.

As part of our proposal, should we complete Exhibit C: Drug Free Workplace and/or the Affidavit Verifying Status for City Public Benefit Application?

Answer: No

Question Series 4

Will title reports on the affected properties be provided?

Answer: No

Can you provide a sample of the GIS information that Dunwoody will provide to the consultant?

Answer: The City will provide the successful consultant or consultants with all layers of GIS applicable to the project for any geographical areas that the consultant is assigned. This would include aerial imagery, stormwater structures / conveyances, road alignments, parcel data, and any data that is reasonable and requested by the consultant. The city manages its database with ESRI software. If responders intend to use a software package other than the ESRI suite, this should be discussed in the proposal.

Can you provide a sample of the “End Product Plat” that Dunwoody wants the Consultant to produce (exhibit to be attached to Easement document)?

Answer: Please see Attachment 1 and 2. These are additional examples of acceptable exhibits.

Will Dunwoody provide legal description or areas that will be attached to the Easement documents?

Answer: No. The description will be provided verbally during a site visit from City staff. The consultant will then develop an exhibit for approval by City staff.

Who is responsible to pay for the recording of the easements?

Answer : The City of Dunwoody. Once the consultant delivers a signed and notarized easement to the Public Works Department, the City will be responsible for getting signatures from representatives of the City and recording the easement.

Question Series 5:

Is the only deliverable to the City of Dunwoody a properly executed easement, with layout attached, from the property owner to the City of Dunwoody?

Answer: A spreadsheet containing property owner’s name, email, phone number, address, the date easement was delivered, the name of involved consultant, and the status (delivered, signed, etc.) must also be maintained by the successful bidder. The property owner’s signature must also be notarized.

Are we to establish a shared file electronically for the spreadsheet showing the property owner information?

Answer: No. The consultant should maintain this spreadsheet on an ongoing basis and be able to provide at the City’s request.

Will we receive a copy of the other questions and answers that were asked and given at the meeting on Tuesday?

Answer: You will receive a copy of any questions asked in writing.

Does the City of Dunwoody have a template spreadsheet that it uses to capture the information it desires regarding the property owner/parcel information and if not, what information is required besides address and phone numbers and info regarding acquisition progress?

Answer: Name, email, phone number, address, date delivered, name of involved consultant, and status (delivered, signed, etc.).

Question Series 6:

I have a follow up question, or more like clarification. I understand that a land surveyor will not be necessary for oversight of the project, and that the City of Dunwoody will provide plats of the EIS. There was mention that we would be responsible to hire someone for the plan layout. Is the plan layout as it relates to this project that same as a schedule? If not, please provide clarification.

Answer: The City is not certain what is meant by the term “schedule.” Please see RFP and other Q/A.

Question Series 7:

Please confirm that the Agent will have copies of the DeKalb County easement.

Answer: DeKalb County Easement information is included on Final Plats. The successful bidder or bidders will be provided with a copy of Final Plats.

Are there any license requirements?

Answer: There are no specific license requirements. However, any professional licenses held by the consultant should be predominately displayed in the proposal / resumes.

Will the City be providing title for the parcels we are to obtain easements from?

Answer: No

Is it acceptable for the Agent to wear a laminated badge (with photo id) to state that he/she is a consultant for the City?

Answer: Yes. The City will need to pre-approve the badge, but welcomes this approach.

Is there a specific proposal outline/format to follow (i.e. sections/tabs, page limit, font size, etc.)?

Answer: There is no specific outline. Proposals should be limited to a maximum of 15 pages, including resumes. A cost sheet should be provided in addition to the proposal.

What criteria will be scored (i.e. Project Approach, Relevant Project Experience, Client References, etc.) and the weight of each general category?

Answer: Projects and References – 35%, Resumes and Qualifications – 25%, Project and Staffing Approach – 15%, Cost – 25%



Legend

- Stormwater Structure
- Conveyance to Repair
- 20' Permanent Maintenance Easement
- Temporary Construction Easement
- Parcel Lines

Exhibit A

