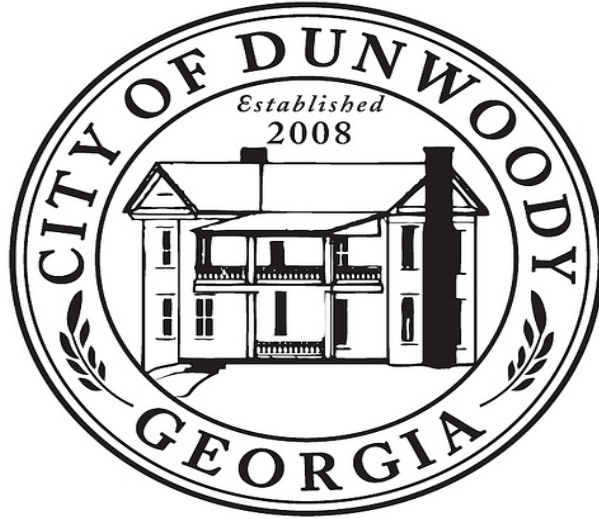


City Of Dunwoody

Addendum to the Request for Proposals for City Services



COMMUNITY DEVELOPMENT
Dunwoody, Georgia

Addendum to the
Request for Proposal
To Provide City Services

RFP Number 2008.002
Addendum Number 2008.002.01

November 10, 2008

City of Dunwoody
Request For Proposal (RFP): Community Development
Dunwoody, Georgia

GENERAL INFORMATION AND REQUIREMENTS

The information provided below contains supplemental information to the Request for Proposal (RFP) for City Services that was posted and made public on October 31, 2008. The Addendum information provided herein supersedes the information in the RFP.

In response to several requests and questions during the Pre-Bid Meetings on November 7, 2008, a Base Camp website has been established for prospective offerors. The purpose of this site is for the offerors to become familiar with the other firms that may be submitting proposals and to establish joint ventures and partnerships as necessary to meet the intent of each RFP. This site is located on the internet at www.boyken.projectpath.com. For those interested in participating, contact Lesley Baker (lbaker@boyken.com) for a login and password.

The city recognizes that contract terms are an item for negotiations. The terms included in the RFP should be considered a base and we expect the final contract to closely resemble these terms and conditions. Individual items may be changed based on contract negotiations with selected vendors.

Timing of Services and Major Milestones:

The City expects to work closely with the winning bidder to develop the milestones. Below, the City indicates the minimums required for December 1 and January 1. The City will work with the vendor to plan and rollout the broad range of services outlined in the RFP.

City vs. County Services:

The city is in negotiations with the county for it to provide: Fire, Sanitation, police (interim), Water and Sewer and property tax collection. The services listed in RFP-002 are required for the city to function.

Moving to Final City Offices:

The successful vendor for Finance and Administration shall be responsible for the coordination of moving all Community Development related equipment from the temporary City Hall location at 400 Northridge Road; Atlanta, GA to the permanent City Hall location (TBD) within the city limits of Dunwoody. The successful vendor for Community Development will be responsible for moving personal items for their staff.

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SECTION 1 - REQUEST FOR PROPOSALS

Delete: The last paragraph on page 1 in its entirety: "Contractor shall supply a Performance Bond.....".

Add to the end of Section 1:

The offeror shall read and acknowledge the Mission, Vision, and Values Statements for the City of Dunwoody and provide services which are in accordance with same. The offeror shall include a statement in their proposal stating their understanding and agreement to comply with the Mission, Vision, and Values Statements. The statements are as follows:

Mission Statement

The mission of the City of Dunwoody is to provide the highest quality of life for those who live, work or play in our community and to foster an environment where business can prosper. We will serve all stakeholders in a transparent manner with resourceful, efficient, progressive and professional leadership.

Vision

Dunwoody will provide quality service to our citizens and support the largest economic engine in the Southeast by carefully and thoughtfully planning. We will be inventive, transparent and embrace responsible progress which is tempered by our rich history and our desire to maintain a small community atmosphere. Dunwoody is a community where activities are centered around the family, our schools, our churches and synagogues, and our beautiful parks.

Values

Goals

To make Dunwoody a better community, built on mutual respect and trust and to promote and maintain the highest standards of personal and professional conduct amount all involved in City government – elected officials, City staff, volunteers, and members of the City's boards, commissions and committees. Offeror shall also abide by the City Ethics Policy as maintained in the City Ordinances.

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SECTION 2 - RFP SCHEDULE OF EVENTS

No Changes

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SECTION 3 - SCOPE OF SERVICES

3.1 General

Project Description

Add: On December 1st, 2008 the successful offeror shall have in place in the City of Dunwoody interim City Hall:

- A full time Community Development Director that will be taking direction from the City Manager.
- A Plan Review and Permitting employee available under the direction of the Community Development Director.
- Administrative and Clerical Support under the direction of the Community Development Director
- Staff shall start planning the Design Review/Planning/Appeals board functions.

On January 1st, 2008 successful offeror shall start

- Adding personnel necessary to support the start of receiving zoning applications on or before February 1, 2009. Offeror shall also provide sufficient staff to support the services required by this RFP under the direct operation and control of the Manager.
- Have personnel in place to support the Building Inspection and Permitting function of the city.

3.3 PLANNING AND ZONING

3.3.1 Community Development Director

In Section 3.3.1.1 Add:

A Summary of the Job Description for the Community Development Director is as follows:

TITLE: Community Development Director

JOB SUMMARY:

Responsible for managing the City's comprehensive planning activities and capital improvement programs, and for ensuring compliance with the City's development regulations and zoning ordinance. Supervises and coordinates the work of Department staff. Duties include preparing and presenting analytical reports to the Planning and Zoning Commission, City Council, Mayor, and City Manager. Attends and makes presentations at various City meetings including City Council, Planning and Zoning Board, Zoning Board of

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Appeals, Preservation District Review Board, internal staffing, and various public hearings. Prepares and submits annual departmental budget request and monitors expenditures and revenues in accordance with adopted budget. Work is performed independently under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meets with developers to review plans and plats for compliance with City's development regulations and zoning codes. Reviews and approves preliminary and final plats.
- Answers questions regarding adopted codes and ordinances and related procedures on development plans, zoning applications and land use; assists in the enforcement of related Ordinances.
- Reviews development plans for compliance with adopted codes and ordinances.
- Prepares agendas for the Planning and Zoning Commission; Zoning Board of Appeals; and Preservation District Review Board.
- Prepares continuous updates to City maps.
- Reviews special exceptions and variance applications to zoning.
- Maintains the City's Comprehensive Plan and performs other current and long-range planning activities regarding growth management, transportation planning, annexation, etc.
- Drafts changes and renders interpretations to zoning ordinances and development regulations.

3.3.1.2 Delete: "All of the proposed personnel shall be under the supervision of a Professional Engineer (PE) who is currently registered in the State of Georgia."

3.3.1.2 Add: "All of the Plan Reviewers shall be under the supervision of a Professional Engineer (PE) who is currently registered in the State of Georgia. All of the offerors proposed Plan Reviewers and Building Inspectors may also be International Code Council (ICC) certified."

3.3.2 Planning and Zoning Services

3.3.2.6 Add: The Offeror is not required to provide an impact study as part of their proposal; however, in the event the City Council and Mayor elect to have a study performed, the offeror would be required to manage the process for the city.

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3.6 GEOGRAPHIC INFORMATION SYSTEM (GIS)

In Section 3.6.3 Add: The offeror shall have at least one employee located within City Hall during business hours that is capable of operating and producing information from the GIS System as directed by the City Manager.

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SECTION 4 - GENERAL INFORMATION AND REQUIREMENTS

No changes

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SECTION 5 - FORMS

In Section 5.3 Proposed Fee Schedule

Delete Proposed Fee Schedule Table provided

Add New Fee Schedule as follows:

5.3 Proposed Fee Schedule

5.3.1 Community Development Base Bid:

Provide lump sum costs for the activities outlined in Section 3.0 of the RFP. The Lump Sum costs shall be provided and broken down for each year of service as follows:

YEARLY			
SERVICE	2008/2009	2010	2011
Planning and Zoning	\$	\$	\$
Building Inspections and Permitting	\$	\$	\$
Miscellaneous Costs including Vehicles and Maintenance	\$	\$	\$
Purchase, Install and Operate GIS System	\$	\$	\$
Total Proposal for Section 3.0:			

SERVICE	2008/2009
Add Alternate #1: Code Enforcement	\$
Deductive Alternate: Comm. Dev. Director	\$

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5.3.2 Alternates

3.7.1 Add Alternate #1: CODE ENFORCEMENT

Provide an Add Alternate Cost for providing Code Enforcement to the City of Dunwoody for each of the three years of service as outlined in Section 3.7.1 of the RFP.

3.7.2 Deductive Alternate #1: COMMUNITY DEVELOPMENT DIRECTOR

The City Manager, at the direction of City Council, may appoint a Community Development Director that would be a City employee. Provide a deductive alternate price on an annual basis to eliminate that position from the offeror's Community Development proposal.

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SECTION 6 - EVALUATION CRITERIA

No changes

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EXHIBIT A: FORM OF CONTRACT

In Section 3 Compensation

Add: Section 3.2 Reimbursables

We expect the offeror to provide a turn-key proposal that includes all materials, labor and expenses unless noted otherwise in the RFP. Extra-ordinary expenses not covered by the proposal will require pre-approval of the City Manager and may require a purchase order for reimbursement.

In Section 4 Term and Termination

4.3 Delete: "with or without cause within sixty (60) days written notice...."

4.3 Add: "with or without cause within **ninety (90)** days written notice...."

In Section 10 Insurance

10.7 Delete this section in its entirety. Performance Bonds will not be required for the Community Development portion of the City Services contracts.