
City of Dunwoody RFP Information (Q & A)

Community Development

Project: City of Dunwoody
Date: November 14, 2008
Purpose: RFP Questions and Answers
RFP #: 2008.002

The following list contains questions and answers which have been received from Vendors who are interested in responding to the three City Services RFP's posted on October 31, 2008.

Community Development

1. Q-If we are selected as the vendor to provide staff and services for the Community Development Department, will we be able to work on the initiatives generated by the Department, such as the preparation of the City's Comprehensive Plan, rewriting of the Zoning Code, preparation of a Green Building Code, etc.?

A - The completion of the initiatives will be at the direction of the City Manager as the budget allows.

2. Q-Can smaller font size be used for graphics and charts; but maintain 12 point size for written narrative and text?

A - Yes

3. Q - Is there an addendum planned to the RFP at this point?

A - The addenda to the RFP's were posted on our website on Monday 11/10/08.

4. Q - Must a Prime Contractor include all elements of the request in their response to be considered as submitting a complete response? i.e. will a prime contractor who does not provide for all functions identified in the RFP be rejected as making a non-responsive submission?

A - Yes. Responders must be able to provide all services or have a plan in place to do so.

5. Q- Must an entity (whether a Prime Contractor or a Sub-Contractor) have been present at the meeting held November 7th to be included in a RFP response? If so, what about entities who were not represented but may have long term relationships with entities that were present?

A - The prime contractor responding must have been at the Pre-Bid meeting.

6. Q - Can a Sub-Contractor be included in the same capacity in responses from multiple Prime Contractors?

A -Yes

7. Q - We are confused about the GIS hardware and software requirements that have significant cost implications. Is the Admin RFP (#3.4.2.1) and Public Works RFP (3.3.3.1 and 3.3.3.2) in conflict with respect to the GIS system?

A - Your are correct that the burden for purchasing, installing and running the GIS system falls under the Community Development scope of services. Our intent was to have input and support from the other two departments in order to have a user friendly GIS environment that supports all of the City's needs. In F&A (RFP#2008.001) this is worded as "software (GIS) integration". In PW (RFP#2008.003) this is worded as "assisting in setting up the new GIS...."

8. Q - Please clarify if the resumes should be included in the 40 page proposal limit or are they excluded from the 40 page total.

A - The resumes do need to be included in the 40 page limit but do not need to be detailed or lengthy.

9. Q - In Addendum Number 2008.002: Exhibit A Section 1, 1.1 Would it be acceptable to substitute the words "reasonable" and "appropriate" for "best" and "maximum" in that paragraph?

A - You may substitute "appropriate" for "maximum" only.

10. Q - Section 9, 9.1 Would it be acceptable to strike the words "defend", "agents", "any and all", "claims for reason of any action", "proceeding", and "demand"?

A - No, but will strike "defend".

11. Q - Would it be acceptable to limit the indemnity to damage liability and costs to the extent arising out of the Vendor's negligent performance?

A - No.

12. Q - Per the RFP, the city can terminate the contract in 60 days. This will hinder recruiting the best talent; and also place an unfair burden on the Consultant after staffing a department. Can consideration be given for a six month notice?

A - The addendum changed this to a 90 day notice.

13. Q - What is the city's expectation for limited service between December 1 and January 1? Define limited service.

A - This is addressed in the Addendum.

14. Q - Has the space for the Community Development Department been identified? How large is the space?

A - The CD department will be housed in the interim City Hall space at 400 Northridge Road, Atlanta, GA 30350. The allotted space will be approximately 1800sf.

15. Q - Do you have copies of the IGAs either in draft or final form between the city and the county? Specifically those involving Community Development, Code Enforcement, and Building Inspections.

A - The IGA's are still being developed and will not be available until after 12/1/08.

16. Q - What plans and ordinances of the county does the city expect to adopt?

A - Currently they include the Land Use and Zoning ordinances.

17. Q - What boards or commissions are being considered for creation that would be supported by community development? Such boards could include but not limited to: Planning Commission, Board of Appeals, and Design Review Board.

A - The development of these boards is still being discussed and will be finalized after 12/1/08.

18. Q - In the last year, how many building and land disturbance permits were filed?

A - This information will have to be obtained from DeKalb County.

19. Q - What are the terms of the anticipated moratorium? Are there any cases from DeKalb that will be grandfathered, or does this only impact new cases that will be filed after Dec. 1?

A - The moratorium will be in place for at least 30 days beginning on 12/1/08. This will affect the cases that will be files from 12/1/08 until the moratorium is lifted. The current plan is to have the moratorium lifted as soon as practical.

20. Q - Confirm that the Community Development Consultant is responsible for transferring records from the county. Have any arrangements been made to retrieve records from the county? Does the city want to make them electronic?

A - The transfer of records will take place under the Finance and Administrative Services department. The Community Development department will be responsible for interfacing with F&A to obtain the GIS records. DeKalb County has been contacted about the records. The City will eventually want all records electronic but this will not be required until mid 2009.

21. Q - Who will develop and maintain the GIS related databases? Who will ultimately be the coordinator/coordinating all departments?

A - The Community Development department will be responsible for the GIS database.

22. Q - You mentioned in the RFP that the software shall include at a minimum ArcGIS Server 9x Standard Enterprise and ArcIMS for website interface (ESRI platform). Do you require that specific software? Or are you open to other technologies?

A - The City is open to other GIS platforms that will accomplish the needs of the City as directed by the City Manager.

23. Q - Will the city provide IT operations support for all systems (including GIS hardware software provided by the Consultant)?

A - The GIS system will be maintained only by the Community Development department.

24. Q - Will all calls and communication be routed through a central point (call center) provided by the admin contract? Will the admin contract holder support a front desk to coordinate meetings and visits with all sections?

A - Yes

25. Q - Performance Bonds are not typically required for service contracts without performance standards. Will a performance bond be required for Community Development Services?

A - The Performance Bond requirement for Community Development was deleted in the Addendum.

26. Q - Can you provide more clarification on section 4.18 - Project Team Composition?

A - The Project Team Composition requirements are provided in detail in Section 4.18 on page 16 of RFP 2008.002.