

**ADDENDUM No. 1  
VENDOR QUESTIONS AND ANSWERS  
SPACE PLANNING NEEDS ASSESSMENT - No. 22-0110-RFP11**

- Q. Do you know what percentage of the staff is working from home as opposed to working here now?
- A. The employees aren't really working from home as much as we are understaffed. There are some employees that work out in the field, but they are in the Richardson Building since they are Administrative. It is mainly a staff shortage, that is why there are so many empty spaces.
- Q. There are quite a few portable air conditioner units throughout the building. Would you want us to address any infrastructure issues?
- A. The County addresses those issues. The portable units you are seeing were used last week when it was warm. The Vinson building has a unit that is down, and the portables are being used mostly in labs to make sure the vaccines remain cold.
- Q. This is going to be a programming study that you are asking for. After that do you plan to hire a designer to take that program and design it? Will the successful person doing the program be allowed to bid for the design services?
- A1. Yes. There will be an additional RFP after this phase is complete for design services.
- A2. Yes. The successful space planner can bid on the RFP for the design phase as well.
- Q. What is the budget for this project?
- A. We do not publish budgets. We would like for you to tell us what it would cost for each of your companies to successfully do the job for us. The committee will evaluate the response with no consideration for cost and select the vendor best aligned to the Board's needs. Cost will then be reviewed and negotiated, if necessary. Tiered cost submissions are an option, i.e., a gold plan, a silver plan, a platinum plan, etc.
- Q. Will the selection be based on qualifications or price?
- A. Vendor selection is based on qualifications. A committee will evaluate the bid responses, return their individual evaluations to the Procurement and Contracts Supervisor for review, tally and award discussion. Tabulation factors consist of a review of experience, qualifications, knowledge, and expertise among other factors.
- Q. Who is represented on the committee?
- A. Administration's Division Director, the Facilities and Internal Services Manager and various representatives from each health center location.



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Q. Do you want a bid per building, or would you like the bid in one lump sum?

A. We would like the bids to be per building.

Q. I also noticed that this was a mandatory site visit. Does that mean if a vendor doesn't show up, they won't be able to bid?

A. Yes, that is correct. This solicitation requires mandatory site visits for all locations. If a vendor bids, but did not show up to tour the locations, we will not review that bid.

Q. Is the plan to pick one space planner for all facilities or will you pick multiple?

A. We are open to considering multiple vendors as you are bidding on multiple locations.

Q. What are the titles for those serving on the committee?

A. Division Director, Internal Services Manager and Program Coordinators.

Q. Will the selected committee work with the vendor once the contract is awarded?

A. Once the contract is awarded the committee will go away and the selected vendor will then work with our 2 project leads, the Division Director, and the Internal Services Manager.

Q. Do we need to include prior work experience in our responses?

A. Yes, there is a section in the RFP that details this requirement.

Q. Do you expect the response to include designs for each of the locations or will prior experience be enough?

A. Because this Phase of the project focuses on space programming, assessment and planning, vendors can elect to provide designs in showing the product of their space programming and planning success; however, this is not required. Experience requirements are outlined in the RFP and must be satisfied within your bid.

Q. Regarding the schedule in the RFP, on page 2 under section 2, it gives a February date. Is there an update on this schedule?

A. We did begin this process in February, that's when we posted the solicitation. The solicitation will have closed, and we will begin work on this Phase of the project in May 2022, if possible, sooner.

Q. Is this proposal for space programming and design or just space programming?

A. This proposal is just for space programming needs assessment and planning.



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Q. The proposals are due in April. When do you see this project starting and what is the end date?

A. For this capital improvement project, we expect the bidding vendors to provide DCBOH a timeline for what they anticipate the project start and end date may look like.

Q. Would we be able to remove any of the walls?

A. If you think it is necessary to remove walls, please put that in your proposal. We are open to all suggestions of improved use of space at all our health centers.

Q. Is the warehouse used for surplus?

A. It is used for storage, supplies, and deliveries.

Q. During the program study for phase 1, are we just trying to figure out what kind of space you need and not come up with a design at all?

A. Yes.

Q. Is the construction phase of the RFP misplaced? The RFP gives different information for the space planning phase and the construction phase.

A. The space planning and programming are within Phase I of this project. There will be a separate solicitation for design and construction.

Q. In terms of the budget to do the actual work for the capital improvement project, has it been established or are you going to need the information generated from this report to determine what the capital improvement budget should be?

A. Yes. The information from this project will aid significantly in consideration of the budget for the design and construction Phase.

Q. So, are you looking for us to come up with a budget number to do all of this in our proposal?

A. Yes. Please be certain to submit your cost proposal separate from your technical proposal.

Q. For your existing furniture, that would be a massive task to inventory. What are you thinking in terms of wanting to have that done? Are you thinking about if you will reuse it as you move forward or are you trying to get an idea of what it will cost to replace it?

A. If a vendor believes new furniture is appropriate for the improvement of space use for our health centers, the vendor is requested to include this within their proposal.

Q. Page 3 talks about having a three-year timeline for all these items. Do you have any longer growth projections or desires for your department?

A. We must be in the locations where we are. We have been talking to the County about building new buildings, but we are not there yet which is one of the reasons we are looking to improve



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the spaces we are in. When we think about growth, we are going to have to grow within the buildings that we have.

Q. Does the Board of Health have any anticipation of adding additional services?

A. Right now, we are focused on getting back up to pre-pandemic levels.

Q. When you say you can't reconfigure offices, I'm just curious, can you provide a little more detail? Based on what we have seen you do have the space; you just need to have more agile working options. So how hard and fast is the no reconfiguration statement?

A. Put any ideas you have in your proposal; we are open to your ideas if you think that's what we need to do.

Q. Do you want to keep the distribution areas for pharmacy, lab, etc.

A. Yes, we need to keep those areas.

Q. Is there a central ordering process?

A. There is no central inventory ordering process.

Q. Does the warehouse deliver or is it more like dead storage?

A. Effective July 2021, the warehouse began deliveries to all of our health center locations.

Q. Is North the busiest health center?

A. It was, but since the pandemic, T.O. Vinson is the busiest health center.

Q. On the first floor in the WIC area, there was a space with 5 windows, but they were all closed. Is that because they are not open today, or do they have specific workdays, or is it a closed area?

A. Right now, the problem is shortage of staff so its not being used.

Q. Could the warehouse be expanded where it is?

A. As of right now, there is no plan for expansion. As supplies are moved out, we get more shelf space for new items.

Q. Is there a place for cold storage at the warehouse?

A. No. There is no place for cold storage at the warehouse. Items that need refrigeration go directly to that site. Most, if not all pharmaceutical items deliver directly to the pharmacy.

Q. Do you have a forklift?

A. Yes.



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Q. Do any of the items have a shelf life?

A. Yes. Some of the masks have a shelf life of 5 years and the gloves have a shelf life.

Q. For your PPE, how often do you turn that over and send it out to the locations?

A. We send items out every day, depending on the need of the testing site.

Q. Are the delivery drivers a part of your team or another team that comes in and delivers for you?

A. Site managers have someone within their facility to go to the warehouse to pick/up their supplies. Otherwise, the warehouse employees deliver items to the work center.

Q. Does that delivery process work well, or would it be better to run everything from the warehouse?

A. Its works well for now.

Q. Is the lobby at the East Health Center a part of the space planning?

A. The lobby in all areas of our locations are included in this project.

Q. Is the East building drawing the most accurate drawing?

A. The drawings that we provided are the most up to date drawings we have. Blueprints will be provided under Addendum No. 2 by close of business, Tuesday, March 29, 2022.

Q. Is the family planning section at Clifton Springs a part of the space planning?

A. Yes, that section is included.

Q. Will you be keeping the East and Clifton Springs Dental Labs?

A. Yes. They operate two days a week. No functions will change.

Q. As part of this project, would you consider consolidation of services in certain areas?

A. Probably not because we must be represented geographically all over the county.

Q. Are records going to be digitized? I noticed a lot of records in all of the buildings.

A. Those are probably old records and everything new has been digitized, but there is a project that is underway to get the entire organization digitized.

Q. Are technology strategies on the table for this planning exercise?

A. That is not a focus right now, however, feel free to make that a subsection in your proposal.

Q. Are you on VPN or are people tunneling in?

A. We use VPN access when not on the server.



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Q. Will there be a link for all of the questions and answers?

A. Yes. Questions and answers will post online. When you go to our webpage, it will be under the additional information section of this solicitation listing.

Q. How should the cost be submitted? Does it need to be a fixed cost, per hour or per square foot?

A. The cost will need to submit fixed rate, not to exceed.

Q. Will the selected firm for phase 1 be allowed to submit a bid or be considered for phase 2?

A. Absolutely.

Q. Will we be able to meet with the committee?

A. After a vendor is chosen and the contract fully executed, there will be a kick-off meeting with the project leads and the vendor. The selected vendor will have the opportunity to meet with the Managers of the different departments to see what they would like, but the vendor will ultimately work with the project leads.

Q. Do you have any plans for the mobile units? Are they currently being used?

A. Yes. We have 10 mobile units, and we send 2 – 3 out every week for outreach purposes. They are providing some medical services, but the units will not take the place of health centers.

Q. The WIC space in the North Health Center, is it the office for Georgia?

A. The WIC program at North is the central office for all of DeKalb County. So, everything would come to North and be distributed out county wide.

Q. If after the study it is determined that you have 5,000 square feet that is vacant (using the North Health Center as an example), are there other agencies that might backfill the space or will it only be for the health department?

A. This is a possibility as originally there was a partnership with Grady Hospital, and they ran operations at North. So, I think that there is an opportunity for backfilling of the space.

Q. What are your storage procedures and protocols?

A. There are none. If you have some ideas, please put them in your proposal.

Q. Please provide a list of AutoCAD files that area available for the Seven DCBOH Buildings that are in the space planning study.

A. The County has confirmed that no AutoCad files exist.



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- Q. Provide the status of the Patient file Data Bank Conversion that is currently underway. What is the schedule for completion for digitizing all records? Would like to recapture all paper file storage areas for other uses.
- A. The contractor is scheduled to pick-up the remaining medical records, archival and current, on April 25, 2022, which will be the final pick-up. On completion of this pick-up, all medical records, current and archival, should be offsite. There are medical records and/or programmatic records that are retained for a short period of time, e.g., 6-months, which are then set for destruction by the health center or program through Internal Services, Purchasing, and in accordance with DCBOH Records Management Policy.
- Q. The WIC Storage at the North Health Center is not manageable. Is there another location where the State supplied WIC items can be inventoried, stored, and distributed?
- A. The WIC Program needs to review all items and determine the use of these materials and work with Internal Services, Purchasing and the Warehouse to maintain inventory as needed.
- Q. A lot of the DCBOH Buildings do not meet current codes for room sizes and ADA compliance. Assume we are to bring the buildings up to meeting the current codes?
- A. Since the DCBOH facilities are DeKalb County Government owned buildings, the Internal Services Manager, will discuss this with the county and provide a response to this question. A follow/up Addendum No. 2 will release by close of business, Tuesday, March 29, 2022, in address of this question.
- Q. Based on their ages, many of the buildings in the study will have HAZARDOUS MATERIALS that will need to be abated. Do you have a Hazardous material study for any or all of the 7 buildings? Assume you want sampling and testing as a part of this process if not available?
- A. Since the DCBOH facilities are DeKalb County Government owned buildings, the Internal Services Manager, will discuss this with the county and provide a response to this question. A follow/up Addendum No. 2 will release by close of business, Tuesday, March 29, 2022, in address of this question.
- Q. In the walk through it was mentioned that DeKalb County has responsibility for maintaining the HVAC systems in the DCBOH buildings. Does Dekalb Co. also maintain the Electrical, Telephone, Data, Fire Alarms and Fire Protection systems. As this project moves out of space planning and into project design will Dekalb county be involved with the renovation and changes to the MEP & FP systems?
- A. The Internal Services Manager will discuss this with the county and provide a response to this question. A follow/up Addendum No. 2 will release by close of business, Tuesday, March 29, 2022, in address of this question



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- Q. Are there any of the building Mechanical, Electrical, Plumbing & Fire Protection systems that are inadequate in capacity in the buildings presently and that will require upgrading? Any other exterior infrastructure inadequate- water, power, sewer, natural gas, parking, etc.?
- A. The Internal Services Manager, will discuss this with the county and provide a response to this question. In address of this question, a follow/up Addendum No. 2 will release by close of business, Tuesday, March 29, 2022.
- Q. Provide current Dept. boundaries and staffing information.
- A. The details of this request will release in Addendum No. 2 by close of business, Tuesday, March 29, 2022.
- Q. You mentioned a sign-in sheet, can it be published?
- A. Yes. We will publish the sign-in sheet under Addendum No. 2 by close of business, Tuesday, March 29, 2022.
- Q. Is there a way for us to know exactly who has what space?
- A. Yes. We will publish the current space allocation by department under Addendum No. 2, by close of business, Tuesday, March 29, 2022.
- Q. Will you be able to provide us with CAD files and detailed blueprints?
- A. The County confirms there to be no CAD files to provide. Detailed blueprints will release under Addendum No. 2, no later than close of business, Tuesday, March 29, 2022.
- Q. Is DeKalb Co. Board of Health interested in pursuing LEED certification for some BOH Building. LEED Certification demonstrates a commitment to higher quality sustainable workplaces for staff and patients.
- A. As these are county-owned buildings, the response is no.
- Q. Does Dekalb Co. have a plan for relocating staff or scheduling evening and weekend work to minimize disruptions?
- A. The DCBOH will work with the selected contractor to develop a plan for relocation to minimize operational impact.
- Q. Forward link to additional information provided by DeKalb Co, BOH.
- A. <https://www.dekalbhealth.net/careers-opportunities/procurement-opportunities/>