



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 18-0524**

**BOC Meeting Date**  
 8/1/2018

**Requesting Agency**  
 Library

**Commission Districts Affected**  
 All Districts

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to amend existing contract – Fulton County Library System, RFP#17RFP109239K-DB, Design/Build Services for Library Capital Improvement Program (CIP)-Hapeville Library, to build a new Hapeville Library in lieu of renovating the existing 5,545 sq. ft. facility. The Guaranteed Maximum Amount for Design/Build Services for the new facility will be increased by \$16,043.00, amending the amount to \$3,173,408.00 with Albion Scaccia Enterprises, LLC. Effective upon approval.

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-420, contract modifications within the scope of the contract and necessary for contract completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract shall be forwarded to the Board of Commissioners for approval.

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*

Yes                    All People are culturally and recreationally enriched

**Is this a purchasing item?**

Yes

**Summary & Background**

*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

This request seeks approval of a \$16,043.00 increase in spending authority for Albion Scaccia Enterprises, LLC to build a new Hapeville Library in lieu of renovating the existing 5,545 sq. ft. facility. The revised Guaranteed Maximum Price for the new Hapeville Library will be the revised amount of \$3,173,408.00.

On March 19, 2008, the Fulton County Board of Commissioners approved the scope of the Library Facility Master Plan. On July 16, 2008, the Fulton County Board of Commissioners (BOC) voted to place a \$275 million bond referendum on the November 4, 2008 ballot to implement the Library Facility Master Plan. The referendum was approved with 65% voter support. Phase I of the Facility Master Plan, the construction of 8 new libraries and renovation/expansion of 2 libraries, has been completed. Phase II includes the renovation of 22 existing libraries of which the renovation of the Hapeville Library is a part.

The County solicited proposals from qualified proposers capable of providing Design/Build Services through all phases of design and construction of projects for the Library Capital Improvement Program. Albion Scaccia Enterprises, LLC, was approved by the Board of Commissioners on November 1, 2017 to serve as the Design/Builder for the Hapeville Library with a Guaranteed

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker, Director	<b>Phone</b> (404) 612-5800	
<b>Signature</b>	<b>Date</b>	

Revised 03/12/09 (Previous versions are obsolete)

Maximum Price of \$3,157,365.00. In addition to Board of Commissioner approval to build a new facility, this request seeks approval of a \$16,043.00 increase in spending authority for Albion Scaccia Enterprises, LLC. Their revised Guaranteed Maximum Price for the new Hapeville Library will be \$3,173,408.00. The Scope of Work of the Design/Builder will remain unchanged and extends through all phases of design and construction, and requires project deliverables and responsibilities as generally described below:

**Preconstruction Services**

The Design/Builder shall provide the following Preconstruction Services, including but not necessarily limited to the following:

**Pre-design Phase**

- Prepare existing conditions documents as appropriate for use during the design phase
- Conduct surveys and perform other investigations including hazardous materials testing/reporting above and beyond any such tests performed by Fulton County and provide results to Fulton County prior to the start of any design work.
- Meet with Fulton County Library System and Fulton County staff for the purpose of information gathering prior to the development of the program for any library.
- The Design/Builder shall attend and actively participate in community outreach meetings for the library.

**Schematic Design Phase**

The Design/Builder shall prepare Schematic Design documents for the library in accordance with all applicable codes, rules, regulations and sound design practices. The design shall be functional, buildable, maintainable, within budget, and to the complete satisfaction of Fulton County. The Schematic design package shall include at a minimum but not limited to the following:

- A cost estimate showing all quantities and unit costs, and formatted as required by the County
- Constructability review
- Detailed Critical Path Schedule
- Preliminary layout of major furniture and book shelving systems.
- Site work, parking and landscape improvements
- Schematic Design documents indicating the extent of all work anticipated on the building including interior and exterior modifications
- Outline specifications

**Design Development Phase**

The Design/Builder shall prepare Design Development documents for the library based on approved Schematic Design Documents and in accordance with all applicable codes, rules, regulations and sound design practices. The design shall be functional, buildable, maintainable, within budget, and to the complete satisfaction of Fulton County. The Design Development package shall include at a minimum but not limited to the following:

- An updated cost estimate showing all quantities and unit costs, and formatted as required by the County
- Constructability review comments
- Updated Critical Path Schedule
- ADA compliance review performed with Fulton County's ADA Compliance Representative
- Site work, parking and landscape improvements

- Updated Design Development documents indicating the extent of all work anticipated on the building including both interior and exterior modifications
- Layout of all furniture items and book shelving systems
- Layout of all electrical and lighting systems
- Layout of all mechanical equipment and HVAC systems
- Layout of all building technology and security systems
- Preliminary specifications
- Material Selection Boards showing all material and colors intended for use in each library facility

#### Construction Documents Phase

The Design/Builder shall prepare Design Development documents for the library based on approved Schematic Design Documents and in accordance with all applicable codes, rules, regulations and sound design practices. The design shall be functional, buildable, maintainable, within budget, and to the complete satisfaction of Fulton County. The Design Development package shall include at a minimum but not limited to the following:

- An updated cost estimate showing all quantities and unit costs, and formatted as required by the County
- Constructability review comments
- Updated Critical Path Schedule
- Site work, parking and landscape improvement plans
- Construction documents detailing the extent of all work anticipated on the building including interior and exterior modifications
- Furniture Plans showing all furniture items and book shelving systems
- Electrical Plans showing all electrical and lighting systems
- Mechanical Plans showing all mechanical equipment, HVAC and fire safety systems
- Technology Plans showing all building technology and security systems
- Specifications/Project Manual

#### Construction Services

##### Construction Phase

Construction for the project will commence with the issuance of a Notice-to-Proceed with Construction issued in writing by Fulton County and will terminate when final payment is made by Fulton County to the Design Builder. Substantial Completion will occur when the library project is ready for its intended use in accordance with the approved plans and specifications and the local Authority having jurisdiction over the project issues a Certificate of Occupancy. The Scope of Services during the Construction Phase includes but is not limited to the following:

- Implementations and coordination with Fulton County in developing a plan for compliance with First Source Jobs Program
- Prepare and issue bid packages in compliance with Fulton County's purchasing requirements
- Pre-Construction Meeting with trades
- Mock-up construction
- Construction of the project
- Construction management and administration
- Quality Control Inspections by the Design/Builder with monthly reports issued to Fulton County/Owners Program Manager by the Design/Builder's design professionals during construction
- LEED Administration and documentation

- Meeting with Fulton County/Owners Program Manager; record and distribute minutes
- Bi-weekly schedule updates
- Coordination of the Owners Material and Testing and Inspections Contractor
- Obtain and pay for all required permits and inspections
- Minimize disruption to other trades, building occupants
- Implement MBE Utilization Plan
- Pay for all goods and services and provide releases to Fulton County/Owner's Program Manager as required during execution of work
- Provide information to Fulton /county/Owner's Program Manager to assist with reports
- Arrange to train Fulton County personnel in operations and maintenance procedures by manufactures' representatives
- Obtain Certificate of Occupancy
- Issue Certificate of Substantial Completion including associated punch list

**Post Construction**

Items on the punch shall be completed and Final Completion shall be achieved by the Design/Builder within thirty (30) days of Substantial Completion. Also, within one (1) month of achieving Substantial Completion, the Design/Builder shall provide five (5) copies of a final report which includes:

- Copies of all meeting minutes
- Copies of all permits
- As-build drawings prepared by the A/E (4 sets black line prints & five (5) digital copies)
- Correspondence with regulatory agencies
- Final survey on Mylar and electronic form
- Operations and Maintenance Manuals
- Statement certifying Project Completion
- Final summary of all costs
- Completion of all required of the RFP
- Warranty Inspections
- Warranty Review/Facility Inspection one (1) month prior to the end of the general warranty period with Fulton County and facility staff. Identify and repair/resolve all outstanding warranty issues prior to the end of the warranty period.

**Community Impact:**

This request involves the renovation of libraries in communities throughout the County. The successful and timely renovation of each library will impact communities countywide.

**Department Recommendation:**

The Fulton County Library System recommends approval of this request.

**Project Implications:** The cost of the requested service will be funded using library bond funds; therefore, it will not impact the County or library operations.

**Community Issues/Concerns:** None

**Departmental Issues/Concerns:** None

Continued

## History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM#	DATE	DOLLAR AMOUNT
Original Award Amount	17-0897	11/1/2017	\$3,157,365.00
<b>Amendment No. 1</b>			<b>\$ 16,043.00</b>
Total Revised Amount			\$3,173,408.00

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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**Contract Value:** \$16,043.00  
**Prime Vendor:** Albion Scaccia Enterprises, LLC  
**Prime Status:** White Female Business Enterprise Non-Certified  
**Location:** Sandy Springs, GA  
**County:** Fulton County  
**Prime Value:** \$3,094.69 or 19.28%

**Subcontractor:** McMillan Pazdan Smith, LLC  
**Subcontractor Status:** Non-Minority  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Contract Value:** \$7,705.45 or 48.03%

**Subcontractor:** HGOR  
**Subcontractor Status:** Non-Minority  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Contract Value:** \$1,004.29 or 6.26%

**Subcontractor:** Budova Engineering  
**Subcontractor Status:** White Female Business Enterprise Non-Certified  
**Location:** Arnold, MD  
**County:** Anne Arundel County  
**Contract Value:** \$1,644.41 or 10.25%

**Subcontractor:** Wallace Engineering  
**Subcontractor Status:** Non-Minority  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Contract Value:** \$571.13 or 3.56%

**Subcontractor:** GTP Engineering  
**Subcontractor Status:** Non-Minority  
**Location:** Duluth, GA  
**County:** Gwinnett County  
**Contract Value:** \$1,041.19 or 6.49%

**Subcontractor:** Atwell, LLC

# # 18-0524

Continued

<b>Subcontractor Status:</b>	<b>Non-Minority</b>
<b>Location:</b>	Buford, GA
<b>County:</b>	Gwinnett County
<b>Contract Value:</b>	\$981.83 or 6.12%
<b>Total Contract Value:</b>	<b>\$16,043.00 or 100.00%</b>
<b>Total M/FBE Value:</b>	<b>\$4,739.10 or 29.54%</b>

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

<b>Total Contract Value</b>	<b>\$16,043.00 or 100.00%</b>
<b>Total M/FBE Values</b>	<b>\$4,739.10 or 29.54%</b>
<b>Total Prime Value</b>	<b>\$3,094.69.00 or 19.28%</b>

**Fiscal Impact / Funding Source** *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*  
 573-650-6500-L036-573 NDC - \$16,043.00

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*  
**Exhibit 1:** Amendment 1  
**Exhibit 2:** Contractor's Performance Report

**Source of Additional Information** *(Type Name, Title, Agency and Phone)*  
 Al Collins, Assistant Director, Building Engineering/Library Projects (404) 730-1822

Agency Director Approval		County Manager's Approval
<b>Typed Name and Title</b> Felicia Strong-Whitaker, Director	<b>Phone</b> (404) 612-5800	
<b>Signature</b>	<b>Date</b>	

Revised 03/12/09 (Previous versions are obsolete)

**Procurement**

<b>Contract Attached:</b> No	<b>Previous Contracts:</b> Yes		
<b>Solicitation Number:</b> 17RFP109239K-DB	<b>Submitting Agency:</b> Library	<b>Staff Contact:</b> Al Collins	<b>Contact Phone:</b> 404-730-1822

**Description: Design/Build Services for Hapeville Library.**

**FINANCIAL SUMMARY**

<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount:	\$3,157,365.00	Amount: .	%: .
Previous Adjustments:	.	Amount: .	%: .
This Request:	<b>\$16,043.00</b>	Amount: \$4,739.10 or 29.54%	.
<b>TOTAL:</b>	<b>\$3,173,408.00</b>	Amount: .	%: .

**Grant Information Summary:**

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

<b>Funding Line 1:</b> 573-650-6500-L036- 573 NDC - \$16,043.00	<b>Funding Line 2:</b> .	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
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**KEY CONTRACT TERMS**

<b>Start Date:</b> upon BOC approval	<b>End Date:</b> <a href="#">Click here to enter text.</a>
<b>Cost Adjustment:</b> <a href="#">Click here to enter text.</a>	<b>Renewal/Extension Terms:</b> <a href="#">Click here to enter text.</a>

**ROUTING & APPROVALS**  
(Do not edit below this line)

X	Originating Department:	Morley, Gabriel	Date: 7/18/2018
X	County Attorney:	Stewart, Derval	Date: 7/24/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 7/24/2018
X	Finance/Budget Analyst/Grants Admin:	Freeman, Ashley	Date: 7/18/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 7/25/2018



**AMENDMENT NO. 1 TO FORM OF CONTRACT**

Contractor: Albion Scaccia Enterprises, LLC

Contract No.: 17RFP109239K-DB, Design/Build Services for the Atlanta-Fulton Public Library System – Capital Improvement Program, Phase II - Hapeville

Address: 8601 Dunwoody Place  
Building 300, Suite 330  
Sandy Springs, GA 30350

Telephone: (678) 325-5900

E-mail: bnewsome@albiongc.com

Contact: Brian Newsome  
Executive Vice President

**WITNESSETH**

WHEREAS, Fulton County (“County”) entered into a Contract with Albion Scaccia Enterprises, LLC to provide/perform Design/Build Services for the Atlanta-Fulton Public Library System – Capital Improvement Program, Phase II - Hapeville, dated January 5, 2018, on behalf of the Atlanta-Fulton Public Library System; and

WHEREAS, Fulton County is amending the contract to allow the construction of a new library building in lieu of renovating the existing library structure; and

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this amendment was approved by the Fulton County Board of Commissioners on ***[Insert Board of Commissioners approval date and item number]***;

**NOW, THEREFORE**, the County and the Contractor agree as follows:

This Amendment No. 1 to Form of Contract is effective as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between the County and Albion Scaccia Enterprises, LLC], who agree that all Services specified will be performed by in accordance with this Amendment No. 1 to Form of Contract and the Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** The scope of work to will remain the same as the Scope of Work included in the original contract with the following exception:
  - In lieu of renovating the existing Hapeville Library building, Design/Build Services will design and construct a new library building.
2. **COMPENSATION:** The services described under Scope of Work herein shall be performed by Contractor for a total amount not to exceed \$16,043.00.

- 3. **LIABILITY OF COUNTY:** This Amendment No. 1 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.
- 5. **EFFECT OF AMENDMENT NO. 1 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 1 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:  
**FULTON COUNTY, GEORGIA**

CONSULTANT:  
**ALBION SCACCIA ENTERPRISES,  
LLC**

\_\_\_\_\_  
Robert L. Pitts, Commission Chair  
Board of Commissioners

\_\_\_\_\_  
Brian Newsome, Executive Vice  
President

ATTEST:

ATTEST:

\_\_\_\_\_  
Tonya R. Grier  
Interim Clerk to the Commission

\_\_\_\_\_  
Secretary/  
Assistant Secretary

(Seal)

(Affix Corporate Seal)

ATTEST:

\_\_\_\_\_  
Office of the County Attorney

\_\_\_\_\_  
Notary Public

APPROVED AS TO CONTENT:

County: \_\_\_\_\_

\_\_\_\_\_  
Gabriel Morley, Executive Director  
Atlanta-Fulton Public Library System

Commission Expires: \_\_\_\_\_

(Affix Notary Seal)

\_\_\_\_\_  
Ellis Kirby, Director  
Department of Real Estate and Asset  
Management

**Exhibit 1: Contractor's Performance Report – Construction Services # 18-0524  
(Design/Build Services for Library Renovations, Hapeville Library)**

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE			
CONTRACTORS PERFORMANCE REPORT CONSTRUCTION SERVICES			
Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/5/2018	7/10/2018	1/5/2018	1/4/2021
PO Number			PO Date
PO 650 17SC109239K-DB			1/3/2018
Department	Real Estate and Asset Management		
Bid Number	17RFP109239K-DB		
Service Commodity	Design/Build Services for Library Renovations, Hapeville Library		
Contractor	Albion Scaccia Enterprises, Inc.		
0 = Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>		
1 = Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>		
2 = Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>		
3 = Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>		
4 = Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>		

**1. Project Development (-Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification)**

Comments:

0  
 1  
 2  
 3  
 4

Albion Scaccia Enterprises, Inc. has only reviewed the Group 2 project in an early cost exploration manner in order to determine the expected costs of renovating the existing Hapeville library building versus the cost of replacing the existing building with new construction. They demonstrated skill in quickly developing sufficient specifications and cost data to project the cost of each approach so the County could make an informed decision about which direction they wanted to proceed with.

**2. Design (-Were Milestones Met Per Contract – Reliability – Responsiveness to Direction/Change – On Time Completion – Liquidated Damages)**

Comments:

0  
 1  
 2  
 3  
 4

The task of analyzing the options to build new or renovate needed to be done ahead of all other project work and in an expeditious and timely manner. This milestone was achieved by Albion Scaccia Enterprises, Inc.

**3. Award - Proposal Development (-Met Timeless/Due Dates - Reasonable/Cooperative - Flexible/Motivated - Prompt Problem Notification)**

Comments:

# # 18-0524

0  
 1  
 2  
 3  
 4

Albion Scaccia Enterprises, Inc. was successful in pulling together subcontractor trades and cost data necessary to assist with the pricing exercises required by the County.

4. Construction (-Mobilization Timely – Were Milestones Met – Met/Exceeded Specifications – Within Budget Performance – Proper Invoicing – Quality of Work – Responsive to Owner)

0  
 1  
 2  
 3  
 4

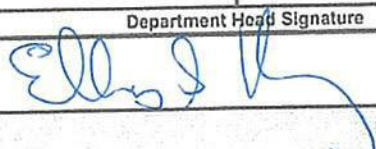
Comments:  
Albion Scaccia Enterprises, Inc. demonstrated a thorough understanding of construction and project budgeting in their development of the cost estimate studies to build new or renovate.

5. Closeout Action and Contractors Key Personnel (-Effective Management - Credentials/Experience - Ability to Accomplish Mission - Conduct)

0  
 1  
 2  
 3  
 4

Comments:  
Key personnel assigned to the initial phase of the project, were qualified and skilled in bringing the pricing exercises to conclusion and decision.

Overall Performance Rating: 3.2

Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No) <input checked="" type="radio"/> Yes <input type="radio"/> No		Rating completed by:  <b>ALFRED COLLINS</b>
Department Head Name  <b>ELLIS KIRBY</b>	Department Head Signature  	Date  <b>7/10/2018</b>