



## CITY OF ATLANTA

SUITE 1900

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ATLANTA, GA 30303

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Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

Kasim Reed  
Mayor

DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

January 6, 2015

Dear Potential Respondents:

**Re: FC-7919, Hotel, Travel Plaza, and Mixed-Use Development (RFQ)**

Attached is one (1) copy of **Addendum Number 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Mano A. Smith, CPPO, CPPB, Contract Administrator, at (404) 330-6351, by fax at (404)-658-7705 or by email at [mosmith@atlantaga.gov](mailto:mosmith@atlantaga.gov).

Sincerely,

Adam L. Smith

ALS/mas

cc: Mr. Miguel Southwell

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**FC-7919, Hotel, Travel Plaza, and Mixed-Use Development(RFQ)**

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**ADDENDUM NO. 1**

This Addendum No. 1 forms a part of the Request for Qualifications and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

**Modifications to the RFQ**

The last day for questions is Friday, January 16, 2015 at 5 pm.

Addendum No. 1 for **FC-7919, Hotel, Travel Plaza, and Mixed-Use Development (RFQ)** is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

**Qualification Statements are due on Wednesday, February 4, 2015, and should be time stamped in no later than 2 p.m. and delivered to the address listed below:**

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S. W.  
City Hall South, Suite 1900  
Atlanta, Georgia 30303

**\*\*All other pertinent information is to remain unchanged\*\***

**FC-7919, Hotel, Travel Plaza, and Mixed-Use Development (RFQ)**

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**Acknowledgment of Addendum No. 1**

Respondents must sign below and return this form with qualification statement to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-7919, Hotel, Travel Plaza, and Mixed-Use Development (RFQ)** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Legal Company Name of Respondent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Modifications to the RFQ

## Modifications to Request for Qualifications (RFQ) Document

1. Invitation Letter (first page): Delete the second paragraph in its entirety. Replace with the following:

A **Pre-Qualification Conference** will be held on **Tuesday, January 13, 2015, at 2:00 P.M., at the H-JDP Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337.** The purpose of the Pre-Qualification Conference is to provide respondents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Qualification Conference is strongly encouraged.

2. Invitation Letter (first page): Delete the fourth paragraph in its entirety. Replace with the following:

Your response to this Request for Qualifications (“**RFQ**”) must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Wednesday, February 4, 2015.** Any Qualification Statements received after this time will not be considered and will be rejected and returned.

3. Invitation Letter (second page): Delete the second paragraph in its entirety. Replace with the following:

Please email your business name, contact person, address, phone number, fax number and the project number to Mano Smith, CPPO, CPPB, Contract Administrator, at [mosmith@atlantaga.gov](mailto:mosmith@atlantaga.gov) and Jessica Boston, Administrative Assistant Senior, at [jaboston@atlantaga.gov](mailto:jaboston@atlantaga.gov) to be placed on the Plan Holders List. Plan Holders will be notified when addenda are issued.

4. Part 1: Information and Instructions to Respondents, Section 1.5, Pre-Qualifications Conference: Delete in its entirety. Replace with the following:

**1.5 Pre-Qualifications Conference:** A pre-qualification conference is scheduled to be held on **Tuesday, January 13, 2015, at 2:00 P.M.,** at the H-JDP Technical Support Campus, 1255 South Loop Road, College Park 30337. Attendance at the Pre-qualification Conference is strongly encouraged.

5. Part 1: Information and Instructions to Respondents, Section 1.13, Representation: Delete the following:

(d) any information or disclosure provided on **Form 2 Contractor Disclosure Form** is an accurate representation up to and including the date Respondent submitted its Qualification Statement to the City; and it agrees that it will voluntarily notify the City immediately if any information or disclosure provided to the City during any part of this procurement process changes, is no longer accurate or would be misleading in any way.

6. Part 2: Contents of Qualification Statement/Required Submittals, Section 2.1 Qualification Statement Format, 2.1.1, Information Drafted and/or Provided By a Respondent: Delete the following:

2.1.1.3 Respondent Contract Directory

7. Part 3: Review of Qualification Statement: Delete the following item from the Evaluation Form:

Contractor Disclosure Form 2 (third item on the Evaluation Form)

END