



CITY OF ATLANTA

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

January 28, 2015

Dear Potential Respondents:

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

Attached is one (1) copy of **Addendum Number 2**, 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.

Sincerely,

Adam L. Smith

ALS/mas

cc: Mr. Miguel Southwell

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ADDENDUM NO. 2

This Addendum No. 2 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:

The bid due date has changed as noted below:

REVISED BID DUE DATE: Tuesday, February 17, 2015

Responses to Questions

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

Addendum No. 2 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 Tuesday, February 17, 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****

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Acknowledgment of Addendum No. 2

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

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

Questions and Responses

1. What are the traffic counts on all roads inside the airport property? (I did see count ropes when I drove the site) **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
2. What are the complete/finished roads plans after the current infrastructure project is complete? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
3. Was there a traffic study done for the new roads? If so, can we access it? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
4. What are the predicted traffic counts passing by the travel plaza site? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
5. What will the airport signage directing traffic to the travel plaza look like? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
6. Will we have signage visible via the freeway? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
7. How many parking spots are necessary for the travel plaza? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
8. Will the gas station convenience store need to be directly connected to a potential food court? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
9. 1.1 Definitions: If a group of two or more entities has formed a joint venture form of partnership to respond to this rfq and some of these entities submit their respective experience in one or more components of the planned mixed-use development (ie hotel, office/commercial, travel plaza) as required by the rfq, how would each of those entities be characterized in terms of the definitions in 1.1. Would each of these entities be a “firm” and a “respondent?” Or, is it the case

that if an entity qualifies as a “respondent,” they are no longer considered a “firm?” **RESPONSE: Any Firm that submits a Qualification Statement in response to this RFQ is considered a Respondent. Firm is defined in the RFQ document as “any individual, partnership, corporation, association, joint venture or other legal entity.” When Firms join to present a single response to the RFQ, such group is considered the Respondent.**

10. 1.1 Definitions: What if firms are part of the joint venture at the ownership level; however, they are not providing specific past experience in hotel, office/commercial, travel plaza development. Instead, they possess a skillset or will perform a service which will be utilized in the project. Would this entity be considered a “firm,” but not a “respondent?” In that case, should members of their entity still be listed in the Contact Directory, providing bios, and being listed on the org chart in the rfq stage? Or should those additional partners be noted only at the rfp stage? **RESPONSE: Please see the Response to Question No. 9 above; additionally, the RFQ document details what must be provided for the City to determine if the Respondent meets the required minimum qualifications.**
11. 1.4 Minimum Qualifications: Does every individual proposed to work on the project from any firm need to demonstrate experience on at least three commercial developments (one which must include 30,000 sf of Class A office) over the past 10 years? Or is this just every individual proposed on one of the “respondent” firms (ie firms which are utilizing past projects to qualify to participate in this procurement process)? This is somewhat contradictory to question 2.2.5. (c) where it states that “each individual listed on the Respondents Organizational Chart must have at least three (3) years’ experience in their respective roles.” **RESPONSE: A Respondent must demonstrate that it meets the required minimum qualifications regarding past or present projects. All Key Personnel included on Respondent’s organizational chart must have at least three years’ experience in their designated role.**
12. 1.4 Minimum Qualifications: The rfq references several times that a Respondent or the lead member of the Respondent must have developed at least two hotels of a Forbes three star quality. However, at the meeting, there was some talk of the requirement actually being Forbes four stars. Can you clarify that it is still, in fact, three Forbes stars? **RESPONSE: The “Forbes three star quality” shall be changed to AAA’s Three-Diamond. Respondents must show minimum qualification at least at this level. The reference to Four-Star relates to the upcoming project which will be required to be developed at a minimum of a Forbes Four-Star or AAA’s Four-Diamond level.**

13. 1.4.2/2.2.4.2 Minimum Qualifications: If a firm expanded and renovated/redeveloped one or more hotels by purchasing and undertaking complete renovations (in the \$60-\$150 million dollar range), will this meet the qualifications for “developing” hotels? **RESPONSE: Renovation/redevelopment experience that meets the development minimum qualification detailed in the RFQ will be considered.**
14. 2.2.5 Organizational Structure and Key Personnel: Does this rfq require only one org chart for the whole project or does it require org charts for each firm serving as a Respondent? **RESPONSE: The RFQ requires that a Respondent submit an organizational chart with its Qualification Statement. Please see Response provided at Question No. 9 above.**
15. Form 8: Part 2 asks to list “All of Respondent’s subcontractors (if any)? Must all potential subcontractors be listed at this stage or will there be an opportunity to list subcontractors at the rfp stage once more is known about the extent to which team members must be identified in advance? **RESPONSE: Please provide the information as required by RFQ, Part 2, Sec. 2.2.3.**
16. Can you clarify exactly which entities you need the specified financials from? Do you just need them from the lead Respondent, partners/owners, or from any entity providing qualifications (ie the two required hotels, three required commercial developments, and two Travel Plazas)? **RESPONSE: Please follow the instructions on page 1 of Form 4.**
17. Is the site for the Travel Plaza fixed? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**
18. Will the conceptual renderings displayed on boards at the pre-proposal meeting be released as an Addendum to this rfp or with the Q&A results? **RESPONSE: No.**
19. With regard to the required forms, are we allowed to recreate the forms (exactly as provided) onto a Word document so that we can have enough room to type in the responses? **RESPONSE: Respondents should follow all instructions in the RFQ and provide all required information and submittals. Recreation of forms is not prohibited but is discouraged as pertinent information may be inadvertently omitted. In such cases, Respondents may be deemed non-responsive.**
20. I represent a prospective responder for the HJA RFQ for airport development. The prospective responder is a US corporation that was acquired by and is wholly owned by a European corporation. The European corporation has the requisite experience detailed in the RFQ. We propose to include a narrative explaining the corporate structure and relationship, along with the

European parent's qualifications, but have the response come from the US corporation, meaning, it will be the named responding party and will sign all documents. Will that be permitted? **RESPONSE: Yes.**

21. Can you please describe the expectations with regards to any joint ventures that may be necessary in order to meet the qualifications? If an applicant meets the requirements for one phase of the development (hotel, for example), is it a disqualifying event if joint venture partners for the other phases are not yet finalized? **RESPONSE: Respondents must provide all information and meet all minimum qualifications required in the RFQ.**
22. The Financial Information section of the RFQ appears to indicate that a lending source needs to be named at this point in time. Is that correct? If so, what level of commitment are you expecting from the lender at this stage of the process? **RESPONSE: Form 4, Respondent Financial Disclosure, Part B: Financial Information: Please delete Item No. 3 in its entirety.**
23. Is the intent of the RFQ to identify and qualify respondents that include a developer(s), a contractor(s), a designer(s), and other operating entities? The RFQ calls for "proof of the maximum Payment and Performance Bond that Respondent was able to obtain during the subject fiscal years". This would imply the respondent team would need to include a construction team member(s) who could demonstrate the ability to bond a project of this size and nature. Also yesterday in the Pre-Proposal Conference reference was made during the Risk Management discussion regarding bonding capacity and complying with insurance requirements. Could this be clarified by addendum? **RESPONSE: The RFQ requires Respondents to submit evidence of minimum qualification related to development of hotels, commercial property and travel plazas. Respondent, through Form 4, has the option of providing responsive information that includes bonding capacity relative to the subject fiscal years.**
24. For Forms 4,7,8 and 9 (Sections 5-8): Should these forms only be completed by the prime firm (the developer) or should they be completed by each team member (ie, developer, architect, contractor, etc.)? **RESPONSE: Respondents must follow the instructions in the RFQ.**
25. Per Section 2.2.4.1, what is the formal definition of Class A Office Space? Can the definition as detailed at NAIOP.org suffice? (http://www.naiop.org/~media/Research/Terms%20and%20Definitions/Terms%20and%20Definitions_080612.ashx, Page 22) **RESPONSE: Yes, this link provides an acceptable definition of "Class A Office Space."**
26. Is the hotel intended as 3 star or 4 star facility as mentioned at the Pre-Qualification Conference? Please clarify. **RESPONSE: Please see the Response to Question No. 12 above.**

27. Per Section 2.2.4.2, looking up Forbes Travel Guide online (<http://www.forbestravelguide.com/about/ratings>), ratings for 5-star and 4-star hotels are defined as well as “Recommended Properties” are listed, but no definition of 3-star facilities as identified in the RFQ. Would a 3-star hotel be akin to a “Recommended Property” as defined by the website? **RESPONSE: Please see the Response to Question No. 12 above.**
28. Page 22-23 of the RFQ document describes EBO/SBE/DBE policies as it pertains to this project. To clarify, Respondents will learn about and must respond to DBE, SBE or EBO guidelines in the RFP, not as part of the RFQ process, correct? **RESPONSE: Yes.**
29. What is the timeline for the selection process:
- a. When are respondents to the RFQ informed whether they are qualified for the next stage of the project? **RESPONSE: Anticipated in February 2015.**
 - b. Which are the key milestones for issuing the RFP, submission of RFP and selection of preferred bidders? **RESPONSE: This question is not pertinent to the RFQ stage of this procurement process.**