

**CITY OF ATLANTA**

**HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

**REQUEST FOR QUALIFICATIONS  
FOR  
FC-7919, HOTEL, TRAVEL PLAZA, AND MIXED-USE  
DEVELOPMENT**



**MIGUEL SOUTHWELL  
AVIATION GENERAL MANAGER  
DEPARTMENT OF AVIATION**

**ADAM L. SMITH, ESQ., CPPB, CPPO, CPPM, CPP  
CHIEF PROCUREMENT OFFICER  
DEPARTMENT OF PROCUREMENT**



## CITY OF ATLANTA

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6204 Fax: (404) 658-7705

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

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

Kasim Reed  
Mayor

December 23, 2014

### ATTENTION INTERESTED RESPONDENT:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a qualification statement for **FC-7919, Hotel, Travel Plaza and Mixed-Use Development at Hartsfield-Jackson Atlanta International Airport**. The City is seeking qualification statements from firms with significant experience in large commercial development projects for the City's Department of Aviation at Hartsfield-Jackson Atlanta International Airport.

A **Pre-Qualification Conference** will be held on **Tuesday, January 13, 2015, at 2:00 P.M., at the Georgia International Convention Center, 2000 Convention Center Concourse, Atlanta, 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.

The last date to submit questions will be **Friday, January 16, 2015, at 5:00 P.M.** Questions may be sent Mano Smith, Contract Administrator, via email at [MOsmith@atlantaga.gov](mailto:MOsmith@atlantaga.gov), or facsimile at 404-658-7705. Questions will be responded to in the form of an addendum.

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, 2014**. Any Qualification Statements received after this time will not be considered and will be rejected and returned.

Respondents names will be publicly read at 2:00 P.M. on the respective due date in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, GA 30303.

**Request for Qualifications**

**FC-7919, Hotel, Travel Plaza and Mix-Use Development at Hartsfield- Jackson Atlanta International Airport**

December 23, 2014

Page 2

This RFQ is being made available by electronic means. If accepted by such means, then the Respondent acknowledges and accepts full responsibility to ensure that no changes are made to the RFQ. In the event of a conflict between a version of the RFQ in the Respondent's possession and the version maintained by DOP, the version maintained by DOP shall govern.

Respondents are required to email their business name, contact person, address, phone number, fax number and the project number to Mano Smith, Contract Administrator, at [MOSmith@atlatnaga.gov](mailto:MOSmith@atlatnaga.gov), and Jessica Boston, Administrative Assistant Senior, a [jboston@atlantaga.gov](mailto:jboston@atlantaga.gov) to be placed on the Plan Holders List. Failure to do so may prevent you from receiving any addenda that are issued.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all responses when it is for good cause and in the best interest of the City. Thank you for your interest in doing business with the City.

Sincerely,



Adam L. Smith

ALS:MAS:jab

## **Directions to Technical Support Campus**

1255 South Loop Road, College Park, Georgia 30337  
404-530-5500 (main)

### **From Downtown Atlanta:**

- Take I-75/I-85 South
- Continue on I-75 at the I-75/I-85 Split
- Exit 238B – I-285 West
- Stay in right lane and follow signs for Loop Road
- Bypassing exit for I-285 West, continue on Loop Road through traffic light
- The Tech Campus is the second building on the left (grey stone w/ blue awning)

### **From East Atlanta:**

- Take I-285 South
- Get off I-285 at the I-75 exit.
- Follow signs to I-285 West/Clark Howell Hwy/ Loop Rd.
- Exit at Loop Rd.
- The Tech Campus is the second building on the left (grey stone w/ blue awning)

### **From South of Atlanta: (I-75)**

- Take I-75 North
- Exit 238B - I-285 West
- Keep to the right and exit at Clark Howell Hwy / Loop Rd
- Follow signs for Loop Road, go through traffic light
- The Tech Campus is the second building on the left (grey stone w/ blue awning)

### **From Southwest of Atlanta: (I-85)**

- I-85 North
- Exit 68 - I-285 Bypass, follow to I-285 East
- Exit 59 – Loop Road / Clark Howell Hwy /Airport Cargo
- Follow signs for Loop Road
- Bypass exit for I-285 West, staying in two right lanes to Loop Road
- Continue through traffic light
- The Tech Campus is the second building on the left (grey stone w/ blue awning)

### **From West of Atlanta:**

- From I-20, take I-285 South
- Exit 59 – Loop Road / Clark Howell Hwy /Airport Cargo
- Follow signs for Loop Road
- Bypass exit for I-285 West, staying in two right lanes to Loop Road
- Continue through traffic light
- The Tech Campus is the second building on the left (grey stone w/ blue awning)

### **From the Airport:**

- Take Airport Blvd toward I-85 North, stay in the right lane
- Exit Right onto North Inner Loop Rd.
- Continue on N Inner Loop Rd, crossing over Aviation Blvd, and road then becomes South Inner Loop Road.
- Stay on S Inner Loop Rd until you see the "Road Closed" signs.
- The Tech Campus is the second building on the left (grey stone w/ blue awning)

**REQUEST FOR QUALIFICATIONS  
FC-7919, HOTEL, TRAVEL PLAZA, AND MIXED-USE DEVELOPMENT**

**TABLE OF CONTENTS**

**PART 1: INFORMATION AND INSTRUCTIONS TO RESPONDENTS**

- 1.1 DEFINITIONS
- 1.2 SERVICES BEING PRE-QUALIFIED
- 1.3 METHOD OF SOURCE SELECTION
- 1.4 MINIMUM QUALIFICATIONS
- 1.5 PRE-QUALIFICATIONS CONFERENCE
- 1.6 PROCUREMENT QUESTIONS; PROHIBITED QUESTIONS
- 1.7 APPLICABLE CITY OCC PROGRAMS
- 1.8 REQUEST FOR QUALIFICATIONS DEADLINE
- 1.9 SELECTION PROCESS
- 1.10 SUBMISSION OF QUALIFICATION STATEMENTS
- 1.11 REJECTION OF PROPOSALS, CANCELLATION; WAIVER OF TECHNICALITIES
- 1.12 GEORGIA OPEN RECORDS ACT
- 1.13 REPRESENTATION
- 1.14 AVAILABILITY OF ELECTRONIC DOCUMENTS

**PART 2: CONTENTS OF STATEMENT OF QUALIFICATIONS/REQUIRED SUBMITTALS**

- 2.1 QUALIFICATIONS STATEMENT FORMAT
- 2.2 INFORMATION REQUIREMENTS DETAILS
- 2.3 DISCLOSURES
- 2.4 GRAPHICS

2.5 SUBMITTALS

**PART 3: REVIEW OF STATEMENT OF QUALIFICATIONS**

**PART 4: SUBMITTAL FORMS**

FORM 4: RESPONDENT FINANCIAL DISCLOSURE

FORM 7: ACKNOWLEDGEMENT OF ADDENDA

FORM 8: RESPONDENT CONTACT DIRECTORY

FORM 9: CLIENT REFERENCE

**APPENDIX A: THE OFFICE OF CONTRACT COMPLIANCE POLICY STATEMENT**

**EXHIBIT A: "RESERVED"**

**EXHIBIT B: DEVELOPMENT GRAPHICS**

**CITY OF ATLANTA  
REQUEST FOR QUALIFICATION STATEMENTS;  
HOTEL, TRAVEL PLAZA, AND MIXED-USE DEVELOPMENT**

**Part 1: Information and Instructions to Respondents**

**1.1 Definitions:** The following definitions shall apply when used throughout this Request for Qualifications (“RFQ”):

1.1.1 **Firm(s):** Means any individual, partnership, corporation, association, joint venture or other legal entity permitted by law to offer the services sought through this solicitation.

1.1.2 **Respondent:** Means each Firm submitting a Qualification Statement in response to this RFQ.

1.1.3 **Qualification Statement:** Means a written response to this RFQ prepared by a Respondent and submitted to the City of Atlanta’s (“City”) Department of Procurement (“DOP”).

**1.2 Services Being Pre-Qualified:** The City, on behalf of its Department of Aviation (“DOA”), is seeking Qualification Statements from Firms with significant experience in large commercial development projects. In particular, the Firm(s) must have experience in developing large scale, high end, hotel facilities, convenience store/food service/vehicle fueling (“Travel Plaza”), and mixed-use development inclusive of Class A Office space. The Respondent awarded a contract through this procurement will design, construct, finance, operate and maintain the Hotel, Travel Plaza, and Mixed-Use/Office Complex Development at Hartsfield-Jackson Atlanta International Airport (“ATL”).

**1.3 Method of Source Selection:** This RFQ is being conducted in accordance with all applicable provisions of the City’s Code of Ordinances (“Code”), including, without limitation, Section 2-1199. By submitting a Qualification Statement, the Respondent acknowledges that it is familiar with all laws applicable to this RFQ, including, but not limited to, the City’s Code and Charter, which laws are incorporated into this RFQ by this reference.

1.3.1 Respondents who are deemed qualified by the City may be invited to continue in this procurement process by responding to a subsequent Request for Proposals to be conducted under Code Section 2-1189.

**1.4 Minimum Qualifications:** Respondents must meet all of the minimum qualifications set forth in the RFQ to be deemed qualified to further participate in the procurement process including:

- 1.4.1 Each member of the Respondent must have demonstrated a minimum level of experience in commercial development, including Class A Office facilities, within the past ten (10) years as more fully described in subsection 2.2.4.1;
- 1.4.2 Respondent, or the lead member of the Respondent, must have developed at least two (2) hotels of a three (3) star quality, as established by Forbes Travel Guide, or greater quality during the past ten (10) years as more fully described in subsection 2.2.4.2;
- 1.4.3 Respondent, or a member of the Respondent, must have developed at least two (2) Travel Plaza styled facilities during the past ten (10) years as more fully described in subsection 2.2.4.3; and
- 1.4.4 Each individual listed on the Respondent's Organizational Chart must have at least three (3) years' experience in their respective roles.

**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 Georgia International Convention Center, 2000 Convention Center Concourse, Atlanta, GA 30337. Attendance at the Pre-qualification Conference is strongly encouraged.

**1.6 Procurement Questions; Prohibited Questions:** Any questions regarding this RFQ should be submitted in writing to City's contact person, Mano Smith, CPPO, CPPB, Contract Administrator, Department of Procurement, 55 Trinity Avenue, SW, Suite 1900, Atlanta, Georgia 30303-0307, by fax (404) 658-7705 or e-mail [MOSmith@atlantaga.gov](mailto:MOSmith@atlantaga.gov), on or before **Friday, January 16, 2015, at 5:00 PM.** Questions received after the designated period will not be considered. Any response made by the City will be provided in writing to all Respondents by addendum. It is the responsibility of each Respondent to obtain a copy of any Addendum issued for this RFQ by monitoring the City's Website at [www.atlantaga.gov](http://www.atlantaga.gov) or by visiting the City Department of Procurement's Plan Room, which is open during posted business hours, Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., Atlanta, Georgia 30303. No Respondent may rely on any verbal response to any question submitted concerning this RFQ. All Respondents and representatives of any Respondent are strictly prohibited from contacting any other City employees or any third-party representatives of City on any matter having to do with this RFQ. All communications by any Respondent concerning this RFQ must be made to the City's contact person, or any other City representatives designated by the Chief Procurement Officer in writing.

**1.7 Applicable City OCC Programs:** The City’s Office of Contract Compliance (“OCC”) Programs applicable to this procurement will be set forth in the subsequent RFP. By submitting a Qualification Statement in response to this procurement, each Respondent agrees to comply with such applicable OCC Programs.

Additionally, following the City’s review of the Qualification Statements, if a qualified Respondent forms a new entity (e.g., joint venture, partnership, limited liability company, etc.) in response to the subsequent RFP in order to comply with the OCC requirements stated therein, then the qualified Respondent must maintain more than fifty percent (50%) of the ownership and control of such new entity.

**1.8 Request for Qualifications Deadline:** Qualification Statements submitted pursuant to this RFQ must be received by the City’s Department of Procurement, 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, Georgia 30303-0307 no later than 2:00 p.m. on **Wednesday, February 4, 2015**. Any Qualification Statement received after this time will not be considered and will be rejected and returned.

**1.9 Selection Process:** Upon receipt and review of Qualification Statements, the City, at its sole discretion, shall determine which Respondents are qualified based on the City’s Code of Ordinances and this RFQ. The City will notify each Respondent in writing of the City’s determination.

**1.10 Submission of Qualification Statement:** Each Respondent must submit a complete Qualification Statement in accordance with the requirements of this RFQ. The format mandated by this RFQ is not negotiable. Submittal Forms must be completed in full. All blank spaces must be typed or legibly hand written in blue ink.

1.10.1 Qualifications Statements shall be signed by hand by a principal of the Respondent with the authority to enter into a Contract with the City. Joint Ventures or partnerships must designate one (1) joint venture/partnership to represent the joint venture/partnership in submitting and executing a Qualification Statement. Each Respondent is responsible for the preparation of its Qualification Statement and the costs of preparing and submitting them.

1.10.2 Each Respondent acknowledges and agrees that each Qualification Statement when submitted to the City will become the property of the City, without compensation to a Respondent, for the City’s use, at its sole discretion.

1.10.3 Qualification Statements must be submitted in sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: FC-7919; Hotel, Travel Plaza, and Mixed-Use Development – Respondent Qualification Statement and the name and address of Respondent. All Qualification Statements must be submitted to:

**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 30303-0307**

1.10.4 A Respondent must submit **one (1) original and ten (10) copies** of its Qualification Statement. Each Qualification Statement must be submitted on 8½" x 11" single-sided, typed pages, using 12-point font size and such pages must be inserted in a standard three-hole ring binder. Respondent may, due to size limitations, utilize 11" x 17" pages to fulfill submittal requirements; however these sized sheets must be folded to 8½" x 11" to meet the size requirements. Each Qualification Statement must contain an index and separate sections for the information requirements set forth in this RFQ, as well as for the Forms required to be submitted.

**1.11 Rejection of Qualification Statements; Cancellation of Solicitation; Waiver of Technicalities:** The City reserves the right to reject any Qualification Statement or all Qualification Statements or to waive any technical defect in a Qualification Statement. The City also may cancel this procurement at any time in accordance with the Code.

**1.12 Georgia Open Records Act.** Information provided to the City is subject to disclosure under the Georgia Open Records Act ("**GORA**"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]."

**1.13 Representation:** By submitting a Qualification Statement to the City, Respondent acknowledges and represents that: (a) the accompanying Qualification Statement is made by a person or business entity that is neither a high cost lender nor a predatory lender, nor is the Respondent an affiliate of a high cost lender or a predatory lender, as defined by Code Section 58-102; (b) it has read the entire RFQ and acknowledges that Respondent shall be bound by the terms and conditions stated herein; (c) the signatory to the Qualification Statement is the Respondent (or Respondent's duly authorized agent or employee of the Respondent with the authority to bind Respondent hereto; (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.

**1.14 Availability of Electronic Documents.** This RFQ is being made available by electronic means. By responding to this RFQ, Respondent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of RFQ, including any addenda issued by the City's Department of Procurement. Respondent acknowledges and agrees that in the event of a conflict between the RFQ in the Respondents possession and the version maintained by the DOP, the version maintained by the City's DOP shall govern. The RFQ document is available at [www.atlantaga.gov](http://www.atlantaga.gov).

## **Part 2: Contents of Qualification Statement/Required Submittals**

**2.1 Qualification Statement Format:** A Respondent must submit a complete Qualification Statement in response to this RFQ in a specified format. No other format will be considered. The Qualification Statement must consist of the following:

**2.1.1 Information Drafted and/or Provided By a Respondent:**

- 2.1.1.1 Table of Contents;
- 2.1.1.2 Executive Summary;
- 2.1.1.3 Respondent Contact Directory;
- 2.1.1.4 Experience and Qualifications;
- 2.1.1.5 Developer Organizational Structure and Key Personnel; and
- 2.1.1.6 Disclosures

**2.1.2 Information Provided by a Respondent on Forms Provided by the City in this RFQ:**

- 2.1.2.1 Form 4: Respondent Financial Disclosure
- 2.1.2.2 Form 7: Acknowledgement of Addenda
- 2.1.2.3 Form 8: Respondent Contact Directory
- 2.1.2.4 Form 9: Client References

**2.2. Information Requirements Details:** The following is a more detailed summary of the requirements of certain portions of the Qualification Statement:

**2.2.1 Table of Contents:** The Qualification Statement shall contain a detailed table of contents listing sections and subsections that correspond to the requirements of the RFQ. The table of contents shall also list all tables, appendices, figures, etc. contained in the Qualification Statement.

**2.2.2 Executive Summary:** The Executive Summary shall provide an overview of Respondent's qualifications to accomplish large commercial development projects. The information to be provided in the Executive Summary includes:

- 2.2.2.1 Complete legal name, brief history of Respondent including size of the Firm, number of employees, contact name, address, phone number and facsimile number and legal structure of Firm responding to this RFQ and a listing of major satellite offices; and
- 2.2.2.2 The general and specific capabilities and experience of Respondent relative to large scale commercial facility development; and

2.2.2.3 Any special recognition(s) Respondent has received in the past ten (10) years for large scale commercial facility development from commercial real estate trade groups, professional trade organizations, or commercial real estate publications; and

2.2.2.4 A declarative statement as to whether the Respondent has an open dispute with the City or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years.

**2.2.3 Contact Directory:** The Contact Directory accomplished by completing and submitting **Form 8 Contact Directory**, is intended to provide the City with a centralized, easily identified source of important contacts and other information regarding Respondent. The directory must include the names, positions/titles, firms, mailing addresses, and phone and fax numbers and (when possible) e-mail addresses for each of the following:

2.2.3.1 At least two individuals, one (1) primary and one (1) secondary who are authorized to represent Respondent for purposes of this RFQ;

2.2.3.2 If the Respondent includes multiple Firms, Respondent must provide contact information on the Contact Directory for each individual member of the Respondent.

**2.2.4 Experience and Qualifications:** Respondent shall provide the following information and must meet the minimum requirements established below:

2.2.4.1 Each member of the Respondent must have demonstrated experience in large commercial development. Describe each individual member of the Respondent entity's experience in developing at least three (3) commercial developments, at least one (1) of which must have included a minimum of 30,000 square feet of Class A Office facilities developed by the Respondent or a member of the Respondent, during the past ten (10) years. For each example project, complete and submit a separate **Form 9: Client Reference**. In addition to **Form 9** include a narrative description of each commercial development project including its location.

2.2.4.2 Respondent, or the lead member of the Respondent, must have developed at least two (2) hotels, of a 3-star quality, as established by Forbes Travel Guide, or greater quality during the past ten (10) years. For each example project, complete and submit a separate **Form 9: Client Reference**. In addition to **Form 9** provide a narrative description of each project including its location.

2.2.4.3 Respondent, or a member of the Respondent, must have developed at least two (2) Travel Plaza styled facilities during the past ten (10) years. For each example project, complete and submit a separate **Form 9: Client Reference**. In addition to **Form 9** provide a narrative description of each project including its location.

**2.2.5 Organizational Structure and Key Personnel:** The Respondent must provide (a) an Organizational Chart of the Respondent's management structure, (b) corresponding resumes for each individual listed on the Organizational Chart provided and, (c) each individual listed on the Respondents Organizational Chart must have at least three (3) years' experience in their respective roles.

2.2.5.1 Resumes must include at least the following information:

- 2.2.5.1.1 Name and Title;
- 2.2.5.1.2 Professional Background;
- 2.2.5.1.3 Education; and
- 2.2.5.1.4 Current and Past Employment.

**2.3 Disclosures:** Respondent must fully complete and submit **Form 4: Respondent Financial Disclosure**. Form 4 must be completed by each member of the Respondent, if applicable. In addition, such Form must be completed on behalf of the Respondent. In the event the Respondent is newly-formed (as defined on Form 4), its representative must declare that the Respondent is newly-formed and has insufficient information to respond to the questions on the form.

**2.4** Attached as **Exhibit B** to this RFQ is a graphic rendering and site map associated with the development. Respondents are advised that the rendering is for illustrative purposes only and is not indicative of a design requirement.

**2.5 Submittals:** The following checklist is provided to assist the Respondent in preparing and submitting its Qualification Statement and is included solely for the Respondent's convenience. **Notwithstanding this checklist, Respondents are advised that all submittals required by this RFQ must be fully completed and, if applicable, signed, sealed, witnessed and notarized.**

	<b>Required Qualification Statement Check Sheet</b>	<b><u>Check (v)</u></b>
<b>1.</b>	Executive Summary	
<b>2.</b>	Table of Contents	
<b>3.</b>	Experience and Qualifications	
<b>4.</b>	Organizational Structure and Key Personnel	
<b>5.</b>	Form 4: Respondent Financial Disclosure	
<b>6.</b>	Form 7: Acknowledgement of Addenda	
<b>7.</b>	Form 8: Contact Directory	
<b>8.</b>	Form 9: Client Reference	

**Part 3: Review of Qualification Statement**

All Qualification Statements will be reviewed in accordance with this RFQ and applicable law, including the City’s Code of Ordinances. Respondents will be determined to be qualified or not-qualified based on their responses to the following items. The RFQ Review form is as follows:

<b>EVALUATION FORM</b>		
<b>Experience and Qualifications</b>	<b>Yes</b>	<b>No</b>
Did the Respondent demonstrate experience in developing at least 3 commercial developments during the past ten years with at least 1 including Class A Office space?		
Did the Respondent or the lead member of the Respondent develop at least 2 hotels, of a 3-star or greater quality, during the past 10 years?		
Did the Respondent, or a member of the Respondent, develop at least 2 Travel Plaza facilities during the past 10 years?		
<b>Organizational Structure and Key Personnel</b>	<b>Yes</b>	<b>No</b>
Did the Respondent submit an Organizational Chart depicting the management structure of the Respondent?		
Did the Respondent submit résumés for the individuals list on the Organizational Chart?		
Does each individual listed on the Organizational Chart have a minimum of 3 years’ experience in their respective roles?		
<b>Contractor Disclosure Form 2</b>	<b>Yes</b>	<b>No</b>
Did the Respondent fully complete Form 2 in accordance with the instructions included on the Form?		
<b>Financial Capability Form 4</b>	<b>Yes</b>	<b>No</b>
Did the Respondent fully complete Form 4 in accordance with the instructions included on the Form?		

**A Respondent will be deemed unqualified if “No” is checked in any category above.**

#### **Part 4: Submittal Forms**

**Form 4:** Respondent Financial Disclosure

**Form 7:** Acknowledgement of Addenda

**Form 8:** Respondent Contact Directory

**Form 9:** Client References

## **FORM 4**

### **Respondent Financial Disclosure**

Instructions: Respondent must provide accurate and legible financial disclosures to the City as requested below.

A “Respondent” is an individual, entity or partnership submitting a Qualification Statement in response to this RFQ.

1. If the Respondent is an individual, financial disclosures for that individual must be provided.
2. If the Respondent is an entity or partnership, financial disclosures for that entity or partnership must be provided.
3. If the Respondent is a newly formed entity or partnership (formed within the last three years), financial disclosures for that entity or partnership must be provided together with full financial disclosure from the entity’s or partnership’s owners. Financial Disclosure includes a full response to all questions and requests for documentation listed in this **Form 4**.

For example, if the Respondent is a newly formed entity (formed within the last three years) made up of two separate entities (e.g., a majority interest owner and a minority interest owner), then financial disclosure is required from the Respondent entity, and financial disclosure is also required from each of the two owners (majority entity owner and minority entity owner) as well.

The Respondent (and its owners, if applicable) must submit hard copies of all financial disclosures in response to this **Form 4**.

**Part A - General Information:**

Name of the Respondent: \_\_\_\_\_

Name of individual, entity or partnership completing this Form: \_\_\_\_\_

Relationship of individual, entity or partnership completing this Form to the Respondent: \_\_\_\_\_

Contact information of individual, entity or partnership completing this Form: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Email: \_\_\_\_\_

**Part B: Financial Information:**

1. The Respondent, and its owners, if applicable, should demonstrate its financial capability and stability by selecting and providing documentation from one of the following three groups of requests (see below). Please circle which group, (a), (b), or (c), is selected and provide the supporting documentation with the Qualification Statement.
  - (a) Financial statements for the three (3) most recent consecutive fiscal years, audited by a Certified Public Accountant (“CPA”), including:
    - (i) Income Statement;
    - (ii) Balance Sheet; and
    - (iii) Statement of Cash Flows.
  - (b) Financial statements for the three (3) most recent consecutive fiscal years, either reviewed or compiled by a Certified Public Accountant (“CPA”), including:
    - (i) Income Statement;
    - (ii) Balance Sheet; and
    - (iii) Satisfactory proof of the maximum Payment and Performance Bond that Respondent was able to obtain during the subject fiscal years.
  - (c) Unaudited, self-prepared financial statements for the three (3) most recent consecutive fiscal years, including:
    - (i) Income Statement;
    - (ii) Balance Sheet;
    - (iii) Satisfactory proof of the maximum Payment and Performance Bond that Respondent was able to obtain during the subject fiscal years.
    - (iv) Two (2) banks or other institutional lenders’ references; and
    - (v) Dunn and Bradstreet report for the last two (2) years.

2. Fill in the blanks below to provide a summary of all of the Respondent’s assets and liabilities for the three (3) most recent years (calculated from the date of the end of the fiscal year).

ALL FIGURES BELOW MUST BE REPRESENTED IN U.S. CURRENCY (\$).

Standard currency of Respondent’s Financial Statements: \_\_\_\_\_

The exchange rate used: \_\_\_\_\_ = US \$ \_\_\_\_\_

Most recent three (3) years

	<u>Year: 20</u> (Thousands)	<u>Year: 20</u> (Thousands)	<u>Year: 20</u> (Thousands)
Current Assets	\$.....	\$.....	\$.....
Current Liabilities	\$.....	\$.....	\$.....
Property & Equip.	\$.....	\$.....	\$.....
Working Capital	\$.....	\$.....	\$.....
Sales/ Revenue	\$.....	\$.....	\$.....
Total Assets	\$.....	\$.....	\$.....
Total Liabilities	\$.....	\$.....	\$.....
Interest Charges	\$.....	\$.....	\$.....
Net Income	\$.....	\$.....	\$.....
Net-Worth	\$.....	\$.....	\$.....

3. Will Respondent use or require an open line of credit for the project? Yes or No.

If yes, the Respondent must provide the source of the line of credit on bank letterhead for the bank providing the line of credit. The bank contact information must include: contact name, title, address, telephone, fax and e-mail address.

**Declaration**

Under penalty of perjury, I declare that I have examined this Affidavit Disclosure form and all attachments to it, if applicable, and, to the best of my knowledge and belief, and all statements contained in it and all attachments, if applicable, are true, correct and complete.

Whether you are an individual executing this form or you are an authorized representative of an entity executing this form, the person signing below must sign or affirm in the presence of a Notary Public. The Notary Public's signature and seal must be provided, together with the date of the notarial act.

**Sign here if you are an individual:**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Subscribed and sworn to or affirmed by \_\_\_\_\_ (name) this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_(state)  
My commission expires: \_\_\_\_\_

---

**Sign here if you are an authorized representative of a responding entity:**

Printed Name of Entity: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Subscribed and sworn to or affirmed by \_\_\_\_\_ (name), as the \_\_\_\_\_ (title) of \_\_\_\_\_ (entity name) this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_(state)  
My commission expires: \_\_\_\_\_

**FORM 7**

**Acknowledgment of Addenda**

Each Respondent must complete and submit an acknowledgement with its solicitation that it has received all Addenda issued for this solicitation. This form has been included and may be used to satisfy this requirement.

This is to acknowledge receipt of the following **Addenda** for **FC-7919, Hotel, Travel Plaza, and Mixed-Use Development**:

None (Check if None)

1. \_\_\_\_\_;
2. \_\_\_\_\_;
3. \_\_\_\_\_; and
4. \_\_\_\_\_.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Corporate Respondent:**  
**[Insert Corporate Name]**

\_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_  
**Corporate Secretary/Assistant  
Secretary (Seal)**

**Non-Corporate Respondent:**  
**[Insert Respondent Name]**

\_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_  
**Notary Public (Seal)**  
**My Commission Expires:**

**FORM 8**

**RESPONDENT CONTACT DIRECTORY**

This Respondent Contact Directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for each of the following as it pertains to each of the firms in a Respondent’s team:

1. At least two individuals authorized to represent the firm for purposes of this Solicitation; and
2. All of Respondent’s subcontractors (if any).

<b>NAME</b>	<b>POSITION/TITLE</b>	<b>MAILING ADDRESS</b>	<b>PHONE NUMBER</b>	<b>FAX NUMBER</b>	<b>EMAIL ADDRESS</b>

**FORM 9**

**Reference List**

Each Respondent must provide a list of at least three (3) references using the below-referenced format. The City is interested in reviewing references that are able to attest to a Respondent's performance ability and credibility in a particular industry or trade.

Reference:                      Name  
   Address  
   City, State, Zip  
   Phone  
   Fax

Project Title:

Contact Person: \_\_\_\_\_  
Direct Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Date(s) of Project: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Respondent's Role and Responsibilities:

Current Completion Status:

---

*(Use the Same Format to Provide the Additional References)*

**Part 5: Appendix A**

**OCC POLICY STATEMENT**

## FC-7919 Hotel, Travel Plaza and Mixed use Development

### Equal Business Opportunity (EBO)/Small Business Enterprise (SBE)/Disadvantaged Business Enterprise (DBE) Policy

It is the policy of the City of Atlanta ("City") to actively promote full and equal business opportunity for small, disadvantaged, minority, and female business enterprises through the City's SBE and EBO programs, as well as the administration of the federal DBE and ACDBE programs. It is also the policy the City of Atlanta to actively promote equal employment opportunities for disadvantaged, minority and female workers and prohibit discrimination based upon race, religion, color, sex, national origin, marital status, physical handicap or sexual orientation through the City's Equal Employment Opportunity (EEO) Program. The purpose of the Equal Business Opportunity, Small Business Enterprise, and Disadvantaged Business Enterprise Programs is to mitigate the present and ongoing effects of the past and present discrimination against women and minority, small businesses as well as disadvantaged and small business enterprises so that equal opportunity - regardless of race, gender or firm size - will become institutionalized in the Atlanta marketplace. It is important to note the City of Atlanta's Diversity Program requirements at the time of the project bid.

Respondents seeking to be pre-qualified pursuant to FC-7919 Hotel, Travel Plaza and Mixed use Development, Request for Qualification ("**RFQ**") should make a general statement regarding their intent to address the City of Atlanta's diversity objectives. For the purpose of this RFQ, Respondents should be aware of, and make preparations to comply with all applicable requirements at the time that the *pre-qualified* respondents are instructed to submit their actual proposals or bids.

Additionally, projects are reviewed on a case by case basis to determine if it is necessary to require Respondents to make good faith efforts to form joint venture teams comprised of at least one minority and/or female owned firms(s) certified as such by the City of Atlanta's Office of Contract Compliance. In the event that such a determination is made at the RFP or ITB stage, or if respondents so choose to pursue a joint venture arrangement of their own volition, the submitted proposal must include a copy of the Joint Venture agreement. The Joint Venture agreement should include at a minimum:

- The initial capital investment of each venture partner.
- The proportional allocation of profits and losses to each venture partner.
- The sharing of the right to control ownership and management of the joint venture.
- A detailed description of the discrete portion of work or tasks that will be performed by each of the venture partners.
- The method of and responsibility for accounting.
- The method by which disputes are resolved.
- All other pertinent factors of the joint venture.

**DBE, SBE or EBO**

Once qualified, Respondents will learn whether this project is subject to DBE, SBE or EBO guidelines. The Respondent must submit a detailed Subcontractor Project Plan with their proposal or bid. In the Subcontractor Project Plan, the Respondent must identify the certified disadvantaged, small, or minority/female owned businesses (depending on applicable program) that it intends to use to meet the established availability goals. The plan must specifically indicate the nature and amount of the supplies and subcontracting contemplated. The plan must also detail the company name, contact person, address, telephone number, work or supply description, and subcontract or supply dollar amount for each business enterprise (**disadvantaged, small, non-minority, minority, or female owned**) to be utilized on the project.

Every Respondent will also be required to comply with two additional components of the City of Atlanta's diversity program requirements. These two additional components are:

**Equal Employment Opportunity Plan (EEO)**

Every respondent's workforce should reflect the demographic characteristics of the available pool of labor skills normally utilized by the respondents. A Contract Employment Report describing the demographics of the respondent's workforce shall be submitted prior to the execution of a contract with the City.

**First Source Jobs Policy Agreement (FSJ)**

The First Source Jobs Program was created to provide employment opportunities to unemployed residents of the City. Every Respondent must agree to make a good faith effort to fill at least 50% of all entry level positions created by the award of this contract with First Source Jobs Program participants.

Questions regarding any of this information may be directed to:  
Larry Scott, Director  
City of Atlanta Mayor's Office of Contract Compliance,  
(404) 330-6010

**EXHIBIT A: “RESERVED”**

## EXHIBIT B: DEVELOPMENT GRAPHICS

For Illustrative Purposes Only





**END OF DOCUMENT**