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

July 8, 2015

Dear Potential Proponents:

**Re: FC-8115, Program and Construction Management Services for the
Renew Atlanta Bond**

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Lloyd A. Richardson, Contracting Officer, at (404) 864-8504, or by email at larichardson@atlantaga.gov.

Sincerely,

Adam L. Smith

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**FC-8115, Program and Construction Management
Services for the Renew Atlanta Bond
Addendum No. 1
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ADDENDUM NO. 1

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

1. Proposal Due date has been extended to **Friday, July 24, 2015.**
2. **Revision of Part I, Information and Instructions to Proponents, Section No. 7.1**
Part I, Instructions to Proponents, Section No. 7.1 is hereby revised to read: *“Each Proponent is required to furnish a Proposal Guarantee for each option in the amounts listed below:
Option A – Program and Construction Management Services - \$25,000.00.
Option B – Project Controls Services - \$25,000.00
Option C – Program and Construction Management Services with Project Controls Services - \$50,000.00
At the option of the Proponent, the Proposal Guaranty may be cash, a certified check payable to the order of City or a Proposal Bond in a form acceptable to the City. A surety executing a Proposal Bond must meet the requirements set forth in Appendix B-Insurance and Bonding Requirements attached to the Services Agreement included in this RFP.”*
3. **Revision of Part II, Contents of Proposal, Section 4.3.1, Multiplier**
Part II, Contents of Proposal, Section 4.3.1, Multiplier is hereby revised to delete in its entirety the second paragraph including numbers one (1) through five (5).
4. **Revision of Exhibit A.1, Compensation, Section 1.2.2**
Exhibit A.1, Compensation, Section 1.2.2 is hereby deleted in its entirety including numbers one (1) through five (5).
5. **Questions and Answers**
Total of sixty-seven (67) question attached hereto as Attachment No. 1.
6. **Revision of Required Submittals, Form 8, Proposal Bond**
Required Submittals, Form 8, Proposal Bond is hereby removed and replaced with Attachment No. 2 dated 7/8/15.
7. **Revision of Exhibit A.1, Fee Schedule**
Exhibit A.1, Fee Schedule, is hereby removed and replaced with Attachment No. 3 dated 7/8/15.
8. **Revision of Exhibit A.2, Minimum Qualifications**
Exhibit A.2, Minimum Qualifications, is hereby removed and replaced with Attachment No. 4 dated 7/8/15.

9. **Revision of Part 2, Contents of Proposal, Section 4.2.2.2**

Part 2, Contents of Proposal, Section 4.2.2.2, is hereby revised to read: “*Proponents submitting for Options A and C must provide an organizational chart to include the joint venture organizational structure, including JV management team, DPW/OEAM mandated positions in PCMT/DPW/OEAM Structure, plus any “bench strength” that may be available for possible expansion of Services in the future. Limit “bench strength” names and resumes to twenty (25) or less, and restrict the services that they could perform to the services being solicited in this contract. The “bench strength” resumes may reflect Ad Hoc positions or additional positions that are relevant to the requested services. Any additional positions provided by the proponent will be considered “suggested” Supplemental/Ad Hoc positions and must be included as an attachment to the proponent’s Exhibit A.1. Provide a narrative description of the role assigned to all proposed personnel.*”

10. **Revision of Part 2, Contents of Proposal, Section 4.2.4.1**

Part 2, Contents of Proposal, Section 4.2.4.1, is hereby revised to read: “*Describe the Proponent’s experience and qualifications in program management services as widely described in the Scope of Services and as may be more fully described in a Task Order. Proponent must provide a narrative description of a minimum of three (3) and a maximum of six (6) projects in total, from programs of similar nature to the Renew Atlanta Bond Program, demonstrating capability and qualifications in all areas identified below:*”

Addendum No. 1 for FC-8115, Program and Construction Management Services for the Renew Atlanta Bond is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

The Proposal due date HAS been modified and Proposals are due on Friday, July 24, 2015 and should be time stamped in no later than 2:00 P.M. EDT and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM,
CPP, CIPC, CISCC, CIGPM
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-8115, Program and Construction Management
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Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with your proposal 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 **Addendum No. 1, FC-8115, Program and Construction Management Services for the Renew Atlanta Bond** on this the _____ day of _____, 201__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Attachment No. 1

Questions and Answers

Question 1: Part V, Appendix B, Paragraph 9: Please clarify when the contractor/consultant must verify subcontractors are sufficiently insured or bonded—now for the proposal for this PCMT contract or after award of the PCMT contract and before a subcontractor starts work under a task order?

Answer: The City will only verify the winning proponent's insurance and bonds. It is the proponent's responsibility to verify their subcontractor/sub-consultant's insurance.

Question 2: Part V, Appendix B, Section F: Since this is a PM/CM contract, we recommend the removal of the payment bond requirement described in this section.

Answer: The requirement for the payment bond remains.

Question 3: Should the insurance requirements found in Appendix B be submitted by each firm that makes up the JV Team or by the JV Team as a single entity?

Answer: The Proponent for FC-8115 is required to be an Joint Venture. Each form and/or required submittal details whether or not it is to be completed by the Proponent or the individual member companies.

Question 4: Part IV Required Submittal, Form 3, page 4 of 5. Will the financial information provided for the three years defined on the page be for the individual component organizations within the JV or for the JV Team? Most JV's established to Pursue a single program will not have been in existence prior and will not have financial records.

Answer: See response to question 3.

Question 5: Appendix B Insurance and Bonding Requirement: A. Preamble, Item 2. Are the insurance requirements stated provided by the JV Team or will these be submitted by the component organizations of the JV?

Answer: See response to question 3.

Question 6: To support our income for 2014 is the IRS Extension Form acceptable?

Answer: No.

Part II, Items 4.2.3.1 Key personnel positions

Question 7: In the event of award of Option A and Option B to separate entities, will the positions listed in:

- a. Section 4.2.3.1.1 listing staff for Program and Construction Management Team apply to Option A only?
- b. Section 4.2.3.1.2 Program Controls Services be specific to Option B only?
- c. Similarly, Section 4.2.3.2.1 and 4.2.3.2.2 have the same question.

*Answer: Key Personnel Positions for this RFP will apply as noted below:
Option A will follow section 4.2.3.1.1;
Option B will follow section 4.2.3.1.2; and
Option C will follow both sections 4.2.3.1.1 and 4.2.3.1.2.*

*Supplemental Personnel Positions for this RFP will apply as noted below:
Option A will follow section 4.2.3.2.1;
Option B will follow section 4.2.3.2.2; and
Option C will follow both sections 4.2.3.2.1 and 4.2.3.2.2.*

Question 8: Part II; Contents of Proposals/Required Submittals; 4.2.3 Experience and Qualification of Key Personnel; 4.2.3. request the submission of resumes for Ad Hoc Personnel. However, later in the paragraph is states that “resumes related to these positions are not required for submission at this time. Please confirm if the City is requesting the identification of staff and submission of resumes for Ad Hoc Personnel.

Answer: Answer: Resumes related to Ad Hoc Personnel positions are not required as part of this submittal. However salary, multiplier and billing rate information for Ad hoc positions are required as part of the Fee Schedule.

Question 9: Part 2; Contents of Proposals/Required Submittals; 4.2.3 Experience and Qualification of Key Personnel; 4.2.3.4. Personnel/Position Descriptions: There is no Description included for the Diversity Manager (listed in 4.2.3.2.1.10). Will a description be provided?

Answer: Answer: See Scope of Services section 5.1.2.4 Diversity Outreach Program.

Question 10: Exhibit A, Scope of Services: Would the City please expand on this section as it relates to the program. The scope list shows that Atlanta has \$1.02B infrastructure backlog. However, the scope of this work for this program was stated to consist of only \$250M during the pre-bid. Will this team be managing only the \$250M in projects?

Answer: Answer: The City of Atlanta voters approved a \$250 Million Bond referendum to address a portion of the City's infrastructure backlog. The remaining backlog will be addressed through future funding opportunities and programs. The Renew Atlanta Bond program is \$250 Million.

Question 11: Exhibit A.2 Minimum Qualifications;
a. Are these minimum qualifications guidelines or mandatory education and experience levels?
b. There are no Qualifications provided for CADD Technicians, will these be provided?

Answer: The minimum qualifications are mandatory education and experience levels.

CADD technicians are required to have eight (8) years of experience preparing CAD drawings for sidewalks, streetscapes, intersection improvements, bridge, roadway projects and/or building projects. The CADD technician should be proficient in the use of Micro-station products.

Question 12: Exhibit A, Scope of Services, Section 5.2.3 PCS Ad Hoc Services.

This section states that construction testing shall be provided as needed to verify Construction material. Is this correct for the program controls scope of services? Additionally, this item is left blank on the Exhibit A.1, Compensation/Fee Schedule sheet for Option B.

Answer: Construction Testing is an AD Hoc service for PCS. The proponent should include pricing for the following on the Compensation/Fee Schedule:

Asphalt testing;

Compaction testing;

Concrete testing (slump and cylinder); and

Up to 5 additional test that the proponent recommends.

Please see revised exhibit A.1 attached to this addendum as attachment 3.

Question 13: Exhibit A, Scope of Services, Section 5.1.1

This section states that the PCMT key personnel shall be assigned to the program Full Time. For section 5.2 Program Controls Services, it does not list a part-time or full time status for these positions. They are however listed in Section 4.2.3 as Key Personnel. Will these positions be Full Time positions?

Answer: PCS Key Personnel will also be assigned to the Program full-time and located at City Hall.

Question 14: Exhibit A.1, Compensation/Fee Schedule: Sheet Option A

This sheet requests the actual salary, multiplier and billing rate for Ad Hoc Personnel. However, in *Part 2; Contents of Proposals/Required Submittals; 4.2.3 Experience and Qualification of Key Personnel; 4.2.3.3* it states that the resumes are not needed. Does this section of the Fee Schedule need to be filled out? Will a revised Fee Schedule be issued?

Answer: Please see the response to Question 8.

Question 15: Exhibit A.2 Minimum Qualifications: Controls Manager

The position is requesting that the Controls Manager be a Certified Project Management Professional. Will the City accept CMAA – CCM Certification as an equivalent?

Answer: No.

Question 16: General:

Since there are only 11 days between the submission of questions inclusive of a national holiday and weekend, would the City consider a three (3) week extension for the submission of proposals based on the amount of information requested and the requirement to establish Joint Ventures prior to submission?

Answer: The Proposal due date has been extended to July 24, 2015.

Question 17: Part II, Section 4.3 (Success Fee) states “*Proponent must include a four and a half percent (4.5 %) success fee component in the proposed multiplier (“Success Fee Component”). The Success Fee Component shall represent 4.5% of the proposed profit portion of the JV blended field audited multiplier. Thereafter, on each monthly invoice, the Success Fee Component of the approved multiplier shall be held back from payment. The Success Fee Component, or a portion thereof, will be payable twice a year dependent upon a semiannual DPW and OEAM consultant evaluation and an agreed upon scoring system.*” This equates to retainage. In addition, the scoring system for this is vague and with some aspects of the project outside of the JV’s direct control does represent a risk if included in a program management contract. This type of guarantee is usually included in a construction contract, not in a professional services contract. The City has many other remedies to incentivize performance to include, dispute resolution, indemnity, payment, and termination. The City also has protection from the PL insurance that the JV will carry. We respectfully request the City remove this provision.

Answer: See Addendum No.1 Item No. 3.

Question 18: Would you (the City of Atlanta) consider extending the due date for this procurement from July 10th to July 24th. The reason for this request is that we are in the midst of responding and putting together presentations for the City of Atlanta’s Annual Contracts. This would give us ample time to put together the best packages for both pieces of work the City wishes to procure from the engineering community.

Answer: See response to Question 16.

Question 19: Will the services required under section 5.2.1.2 Estimating Services, be provided off site or by the personnel listed in the RFP? The only “ESTIMATOR” referenced in the RFP is that of an Estimating Manager whose job description is “Develops the capability and supervises the preparation of construction cost estimates for all disciplines, and has full responsibility for directing, supervising, and reviewing the work of others.

Answer: In general, estimates will be developed by project managers, City staff and consultants. The Estimating Manager will review estimates and provide direction.

Question 20: In Part II, Contents of Proposals, section 4.2.3.3, the RFP states “Identify and provide resumes for the individuals that the Proponent will use to fill the following Ad Hoc Personnel positions. Ad Hoc Positions are additional supplemental positions to augment City staff and the PCMT on Renew Atlanta Bond Program projects. The Ad Hoc positions will be requested and assigned through the task order process. Resumes related to these positions are not required for submission at this time. The resumes will be requested as part of the task order.” Due to the statements at the beginning and end of the paragraph related to the provision of resumes, please confirm that resumes do not need to be included in the proposal for Ad Hoc Personnel positions, however, the names of the individuals assigned to the Ad Hoc Personnel positions should be included in the organization chart.

Answer: Please see response to Question 8. Additionally, Ad Hoc Personnel positions should be included in the organization chart.

Question 21: Section 4.2.2.2. in the RFP states, *Proponents submitting for Options A and C must provide an organizational chart to include the joint venture organizational structure, including JV management team, DPW/OEAM mandated positions in PCMT/DPW/OEAM Structure, plus any “bench strength” that may be available for possible expansion of Services in the future. Limit “bench strength” names and resumes to ten (10) or less, and restrict the services that they could perform to the services being solicited in this contract. Provide a narrative description of the role assigned to all proposed personnel.* Please clarify if, in addition to the key personnel and supplemental personnel resumes explicitly listed in the RFP, we are permitted to include up to ten (10) additional “bench strength” resumes. If so, for these ten “bench strength” resumes are they limited to the ad hoc positions listed in the RFP or are they at the proponent’s discretion.

Answer: See Addendum No. 1, Item No. 9.

Question 22: Part 1, 4.1: Please clarify if the word “municipal” is inclusive of city, county, parish, township, or some other entity within a state or territory. Would the entities referenced in Part II, paragraph 4.2.4.1.1 apply here (state, county, or municipal level)?

Answer: Yes, for the purposes of this RFP the word “municipal” is inclusive of city, county, parish, township, or some other entity within a state or territory.

Question 23: Part 1, 9: The due date for questions is 29 June, which provides less than two weeks for the City to respond to comments and publish responses for Proponents to review and modify proposals before the due date of 10 July. We request the City consider extending the due date at least three weeks to 31 July.

Answer: Please see response to Question 16.

Question 24: Part II, 4.2.2: The organization chart is marked as “Draft”. Is there a final version of the organizational chart that can be provided?

Answer: No, the draft organization chart is an example to be used as a guide.

Question 25: Part II, 4.2.4.1: Please clarify that a total of three projects is being requested to demonstrate all areas of expertise, rather than three projects for each area of expertise.

Answer: See Addendum No. 1, Item No. 10.

Question 26: Part II, 4.2.4.3: Please clarify if the \$150,000,000 requirement in this paragraph is the same requirement found in Part 1, paragraph 4.1. If so, does this mean that to satisfy Part 1, 4.1, Proponent must show both transportation and facility projects that are in excess of \$150,000,000? Also, please confirm that the \$150,000,000 pertains to construction value.

Answer: Yes. The \$150,000,000 is the project value, inclusive of design, land acquisition, utilities, and other project cost.

Question 27: Part V, Exhibit A.2, PCMT Manager: We strongly believe the requirements to be a Registered PE or Registered Architect in the State of Georgia for the PCMT Manager for this program management and project controls scope of services greatly limits the pool of candidates. Additionally, the scope of services paragraph 5.1.1.1 clearly describes the PCMT Manager roles and responsibilities and attributes that are akin to a seasoned executive leader that would not be involved in affixing seals to documents. Furthermore, the scope of services does not identify activities or documents that would require engineering or architectural seals. Therefore, we recommend the City eliminate the Registered PM or Registered Architect in the State of Georgia requirement.

Answer: Part V, Exhibit A.2, PCMT Manager remains unchanged.

Question 28: Part V, Exhibit A.2: Are these classification codes presented in the exhibit standard City of Atlanta classification codes? If not, can you direct us as to where we can find them?

Answer: Yes, The codes are consistent with other RFP/RFQ packages issued by the City of Atlanta.

Question 29: What types of lighting are you looking to replace with LED?

Answer: The majority of light work related to the Renew Atlanta bond will be replacement of missing poles, wiring and bulbs. The conversion of streetlights to LED bulbs is planned under a separate program.

Question 30: At the pre-proposal meeting on June 24th, it was stated that in order to receive credit for a team member's M/FBE credit, that firm must be included within the JV structure. Can you please confirm that a JV team will need to include both an AABE/APABE/HABE JV partner (18.1%) as well as an FBR partner (8.3%) within the JV structure in order to satisfy the EBO requirements for this pursuit, or if those requirements can be achieved through a combination of JV partners and subconsultants?

Answer: Prime contractors who are interested in proposing on the Program Management phase of this project must ensure that non-discriminatory practices are utilized to enter into a joint venture (JV) agreement with at least one certified minority or female business enterprise (M/FBE) in accordance with the City of Atlanta's EBO Ordinance.

Additionally, the prime JV team must subcontract 18.1% of the total contract to certified minority business enterprises (MBE) and 8.3% of the total contract to certified female business enterprises (FBE). Moreover, the JV minority partner can self-perform some of subconsultant work and receive participation credit.

Question 31: During the presentation on Contract Compliance, it was indicated that if firms wanted minority and female-owned participation recognized, it must be through a joint venture. However, on Page 6 of Appendix A, Office of Contract Compliance Requirements, it states: "The City of Atlanta encourages, where economically feasible, the establishment of joint ventures to ensure prime contracting opportunities....". So can a Prime Contractor propose all of it's participation on this project through subcontracting to certified MBE and/or FBE business and still be in compliance with the "spirit and intent" of the RFP?

Answer: No, see response to Question No. 30

Question 32: Part 1, 15: In this paragraph, the City states it “reserves the right to disapprove any proposed subcontractors whose technical or financial ability or resources or whose experience are deemed inadequate.” If a Proponent includes team subcontractors in its proposal and the City disapproves one of the subcontractors, would this result in the Proponent’s proposal being disqualified or would the City notify the Proponent and allow the Proponent to modify their proposal?

Answer: The City will evaluate proponents and their subcontractors against the requirements set forth in the solicitations document and make necessary decisions in the best interest of the City.

Question 33: Part V, Appendix A, page 7: Please confirm that the 18.1% minority business participation may be fully satisfied by AABE, APABE, or HABE and not a combination of all three.

Answer: A prime JV team may satisfy the 18.1% AABE, APABE and HABE subcontractor participation goal by utilizing one or more certified AABE, APABE or HABE firm totaling the 18.1%. It is not a requirement to utilize a M/FBE firm in all three categories.

Question 34: Part 1, Information and Instruction to Proponents Item 7, Proposal Guarantee: Requires a Proposal Guarantee of \$100,000. Question: Is this ‘Guarantee’ required to be in the name of the Joint Venture or by the component organizations that make up the JV?

- a. If that is not possible, is there another solution to satisfy this requirement?
- b. If it is to be submitted by the JV, and the JV Team has no prior relations, it will be unable to have a surety execute this bond with no existing corporate history or finances.
- c. Is it expected that the JV partners would fund a bond fund to pay into this guarantee?

Answer: See Addendum No.1 Item No.2 and response to question 3.

Question 35: In the pre-proposal conference the City staff described this requirement as Payment Bond. As described in the RFP this is a “Bid” Bond. What does the City actually desire? As described in the RFP this “Guarantee” will not provide the coverage of a “Payment” bond.

Answer: The requirement is for both the Payment Bond and Proposal Guarantee. The Payment Bond is required at the time of contract execution; while the Proposal Guarantee is required at the time of proposal submission.

Question 36: Proposal Submittal Options; Question: When submitting on multiple options, may the proponent include them all in a single proposal, or must they be separate submissions. If they are required to be separate submissions, is a Proposal Guarantee required for both as well as full completion of all required forms for each.

Answer: If submitting on multiple options, the proponent must submit packages for each option separately. Each submission package must be clearly labeled indicating which option the submittal is for. Each submission must have all the required forms and the corresponding Proposal Guarantee. See Addendum No.1

Question 37: Part II, Contents of Proposals/Required Submittals, Item 1, and Item 2. Could the Department elaborate on the format for delivering the proposal as related to the information found in Question: Is it the intent that the respondents submit separate proposals for each 'Option' it chooses to bid on for this RFP. (Example: Option A would be considered in one package, Option B in a separate package and Option C in a separate package.) Or should all documents be submitted in one package and labeled as A, B or C?

Answer: See response to Question No. 36.

Question 38: Part II, Section 4.2.1.2 Detailed Executive Summary, Item 4.2.1.2.3: This section includes information about City's EBO goals. It asks for a letter from each subconsultant. This request alone could consume the 6-page limit defined at the beginning of the section under 4.2.1 Executive Summary. Question: Are the letters excluded from the 6 page maximum for the Executive Summary?

Answer: Yes, subconsultant letters are excluded from the page limit.

Question 39: Part II, Section 4.2.1.2.4 requires a Litigation Disclosure Statement. The request is for "open dispute with the City or is involved in any litigation associated with work in progress or completed work in the either the private or public sector during the past five (5) years." Question: Is this request the same as that requested in Part IV, Required Submittals, Form 2

- a. This section request information from the past 10 years?
- b. Should we provide the information in both locations?
- c. Do the litigation requirements apply to the JV or to the component organizations that make up the JV?
- d. Based on the submission of information from each entity of the JV, and with any large global company, providing this information could come in excess of 300 – 500 pages. Does the City still want this volume of information? Can this request be limit to litigation in the State of Georgia?

Answer: Requested litigation information must be provided in both locations, and must be provided per the directions specified in the corresponding instructions. If the litigation disclosure exceeds ten (10) pages, provide the disclosure on a compact disk (CD).

Question 40: Part IV: Required Submittals, Form 1, Instruction to Proponents, Item 1: Instruction #1 states “Contractor Affidavit must be filled out COMPLETELY and submitted with the Proposal prior to Proposal due date”. Question: Please confirm that this should read “must be submitted with the Proponent’s Response to the RFP” as language reads in item #6.

Answer: Confirmed as stated.

Question 41: Does requirement for double spacing apply to resumes?

Answer: No.

Question 42: Does requirement for double spacing apply to the cover letter?

Answer: Yes.

Question 43: Does requirement for double spacing apply to tables and charts?

Answer: No.

Question 44: The Informational Proposal is in two volumes. The Cost Proposal is submitted in a separate sealed envelope. For each volume are we to submit 1 original and 7 copies?

Answer: Yes.

Question 45: Please confirm that the 3 component parts of one submittal are to be provided separately in three 3-ring binders (total of 24 binders per Option submittal).

Answer: Volume One and Volume Two must be provided in separate binders. The Cost Proposal/Fee Schedule must be provided in a separate sealed envelope.

Question 46: Are any forms required to be submitted for subconsultants at this time?

Answer: No, However, Form 1, Illegal Immigration Reform and Enforcement Act Form must be provided for each subconsultant at the time of contract executions.

Question 47: Since there are only 11 days between the submission of questions inclusive of a national holiday and weekend, would the City consider a three (3) week extension for the submission of proposals based on the amount of information requested and the requirement to establish Joint Ventures prior to submission?

Answer: See response to question 16.

Question 48: Part I, Section 7.1 (Proposal Guarantee) states “Each Proponent agrees that, if it is awarded the Agreement and fails to execute it and provide all other documents required to consummate the transaction within the time specified within the Notice of Award, the City will retain the Proposal Guarantee as liquidated damages and not as a penalty.” This is not a typical industry requirement for program management services. This type of language is more appropriate for construction contractors and not professional engineering/architect firms. This represents a significant cash risk given there are no procedures readily available for conducting negotiations with the City once awarded. The onus would be on the consultant to sign without first negotiating the terms with the City. We respectfully request the City remove this provision.

Answer: The Proposal Guarantee requirement will remain unchanged. All contract negotiations will occur prior to contract execution.

Question 49: Regarding the spacing requirements outlined in section 5.2 of the RFP, will the City consider allowing single-spacing for graphics and charts?

Answer: Yes.

Question 50: Regarding the font size outlined in section 5.2 of the RFP, will the City consider allowing 10 pt. for graphics and charts?

Answer: Yes, 10 point Times New Roman font will be allowed for graphics and chats.

Question 51: Section 4.2.1.2.4 stipulates that “Each Proponent must provide a letter from each essential subcontractor/subconsultant indicating that the firm concurs with the role and responsibility Proponent has described;” Please clarify that the subconsultant/ subcontractor letters referenced in this section are to be included in the Executive Summary. If so, please confirm that they are excluded from the 6-page allotment in that section.

Answer: Subconsultant/ subcontractor letters are excluded from the Executive Summary six (6) page limit.

Question 52: Are there any special time frames for the project?

Answer: The initial contract term is for three (3) years with one (1) option renew at the City’s sole discretion.

Question 53: Based on your budget when do you expect to start this project?

Answer: The City is working diligently to award this project as soon as possible.

Question 54: What are the requirements needed to bid?

Answer: Please see Part Information and Instructions to Proponent, Section 4, Minimum Qualifications. Additionally, review the solicitation document in its entirety to determine all requirements.

Question 55: What are the payment terms?

Answer: See Part IV, Draft Services Agreement, Section 8, Payment Procedures.

Question 56: Would you (the City of Atlanta) consider extending the due date for this procurement from July 10th to July 24th. The reason for this request is that we are in the midst of responding and putting together presentations for the City of Atlanta's Annual Contracts. This would give us ample time to put together the best packages for both pieces of work the City wishes to procure from the engineering community.

Answer: See response to questions 16.

Question 57: What quantity of time should the respondent use to develop a total bid cost for the personnel identified in the RFP, or is the bid the personnel rates without a time calculation?

Answer: Labor/Personnel Rates required in Exhibit A.1, Fee Schedule should be provided as a unit price (rate or cost).

Question 58: In Part II, Contents of Proposals, section 4.2.3 Experience and Qualifications of Key Personnel – Resumes 3 page maximum (Tab 3 in Volume 1). Please confirm this is 3 pages per resume, not in total for the tab.

Answer: Confirmed as stated.

Question 59: In Part IV, Required Submittals, the Required Submittal Forms page states "All Respondents, including, but not limited to, corporate entities, limited liability companies, joint ventures, or partnerships, that submit a Proposal or Bid in response to this solicitation must fill out all forms in their entirety, and all forms must be signed, notarized or sealed with the corporate seal (if applicable), as required per each form's instructions." Please confirm that in addition to all JV partners, all subconsultants also need to fill out each form.

Answer: No. See response to Question 46.

Question 60: Part 1, 7.1: Given that this is a program and construction management solicitation, we request that the proposal guarantee be removed as a requirement.

Answer: No, the Proposal Guarantee remains unchanged. However, see Addendum No.1 Item No.2

Question 61: Part 1, 7.2: Please explain "fails to execute". For example, if a Proponent is selected and receives a notice of award but is not able to agree to the final contract terms since the solicitation included draft terms, would this be grounds for the City to retain the proposal guarantee?

Answer: No, that does not constitute "fails to execute". See response to Question 48.

Question 62: Part II, 4.3.1: Please confirm that the Proponent and the City will agree on the scoring system and it will be incorporated into the final executed contract. Does the City have an example scoring system used on other projects that can be provided for review?

Answer: See Addendum No.1, Item No. 3 or 4.

Question 63: Part IV, Form 4.2: Since this is not a construction contract, is this form required? We believe a more appropriate form would be an evidence of insurability form.

Answer: Yes, Form 4.2 remains a required submittal.

Question 64: Part IV, Form 8: Since the Proponent has to indicate the basis for the proposal bond on this form, please advise the basis of the \$100,000 proposal guarantee. Is it based on 5% of the contract value, or some other criterion? Please confirm which box the Proponent must check on this form.

Answer: See Addendum No.1, Item No. 2.

Attachment No. 2

Revised Required Submittal Form 8, Proposal Bond

Required Submittal "Unless a Proponent Elects to Submit an Alternative Form of Payment"

(FORM 8)

Proposal Bond (Page 1 of 2)

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____

hereinafter called the PRINCIPAL, and _____

hereinafter called the SURETY, a corporation chartered and existing under the laws of the State of _____, and duly authorized to transact Surety business in the State of Georgia, are held and firmly bound unto the City of Atlanta, Georgia, in the penal sum of either: [i] _____ Dollars and Cents (\$_____); or [ii] 5% of PRINCIPAL'S Proposal amount for **PROJECT NUMBER FC-____**; _____, good and lawful money of the United States of America, to be paid upon demand of the City of Atlanta, Georgia, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators and assigns, jointly and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the City of Atlanta, Georgia, for **PROJECT NUMBER FC-____**; _____, a Proposal;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law, in lieu of a certified Proponent's check otherwise required to accompany this Proposal;

NOW THEREFORE: The conditions of this obligation are such that if the Proposal be accepted, the PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the CITY of the award of the Contract execute a Contract in accordance with the Proposal and upon the terms, conditions and prices set forth therein, in the form and manner required by the City of Atlanta, Georgia, and execute sufficient and satisfactory Performance and Payment Bonds payable to the City of Atlanta, Georgia, each in the amount of one hundred percent (100%) of the total Contract price in form and with security satisfactory to said City of Atlanta, Georgia, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the SURETY shall upon failure of the PRINCIPAL to comply with any or all of the foregoing requirements within the time specified above immediately pay to the City of Atlanta, Georgia, upon demand the amount hereof in good and lawful money of the United States of America, not as a penalty but as liquidated damages.

In the event suit is brought upon this Bond by the CITY and judgment is recovered, the SURETY shall pay all costs incurred by the CITY in such suit, including attorney's fees to be fixed by the Court.

Required Submittal "Unless a Proponent Elects to Submit an Alternative Form of Payment"

(FORM 8)

Proposal Bond (Page 2 of 2)

Enclosed is a Proposal Bond in the approved form, in the amount of either:

[i] _____ Dollars and Cents (\$ _____), being in the amount of 5% of the CONTRACT Sum; or
[ii] 5% of PRINCIPAL'S Proposal amount for **PROJECT NUMBER FC-_____**; _____
_____. The money payable on this bond shall be paid to the City of Atlanta, Georgia, for the failure of the Proponent to execute a CONTRACT within ten (10) days after receipt of the Contract form and at the same time furnish a Payment Bond and Performance Bond.

IN TESTIMONY THEREOF, the PRINCIPAL and SURETY have caused these presents to be duly signed and sealed this _____ day of _____ 20__.

Corporate Proponent:

[Insert Corporate Name]

By: _____
Name: _____
Title: _____

Corporate Secretary/Assistant Secretary (Seal)

Non-Corporate Proponent:

[Insert Proponent Name]

By: _____
Name: _____
Title: _____

Notary Public (Seal)

My Commission Expires: _____

Surety:

Name: _____
By: _____
Name: _____
Title: _____

Attachment No. 3

Revised Fee Schedule

FEE SCHEDULE

Option A – Program and Construction Management Services without Project Controls Services

Key Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
PCMT Manager			
Construction Manager			
Program Safety Manager			

Supplemental Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
Facility Project Manager			
Civil Project Manager			
Bridge Project Manager			
Traffic Signals Project Manager			
Appraiser Level 3			
Field Engineer, Sr.			
Utility Coordinator			
Administrative Assistant			
Diversity Manager			

Ad Hoc Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
Construction Manager			
CAD Technician			
Appraiser Level 4			

FEE SCHEDULE

Appraiser Level 5			
GIS Technician			
Junior Planner/GIS Specialist			
Engineering Intern			
Two-Man Survey Crew			
Safety Inspector			

FEE SCHEDULE

Option B: Project Control only.

Key Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
Controls Manager			
Estimating Manager			
Scheduling Manager			
Contracts Specialist			
Project Controls Specialist			

Supplemental Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
Financial Analyst			

Ad Hoc Service:

Classification	Unit Rate	Per Test
Construction Testing – Asphalt Testing		
Construction Testing – Compaction Testing		
Construction Testing – Concrete Testing (slump & cylinder)		
Construction Testing –		

FEE SCHEDULE

Option C: Program and Construction Management Services with Project Controls Services

Key Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
PCMT Manager			
Construction Manager			
Program Safety Manager			
Controls Manager			
Estimating Manager			
Scheduling Manager			
Contracts Specialist			
Project Controls Specialist			

Supplemental Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
Facility Project Manager			
Civil Project Manager			
Bridge Project Manager			
Traffic Signals Project Manager			
Appraiser Level 3			
Field Engineer, Sr.			
Utility Coordinator			
Administrative Assistant			
Diversity Manager			

FEE SCHEDULE

Financial Analyst			
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Ad Hoc Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
Construction Manager			
CAD Technician			
Appraiser Level 4			
Appraiser Level 5			
GIS Technician			
Junior Planner/GIS Specialist			
Engineering Intern			
Two-Man Survey Crew			
Safety Inspector			

Ad Hoc Services:

Classification	Unit Rate	Per Test
Construction Testing – Asphalt Testing		
Construction Testing – Compaction Testing		
Construction Testing – Concrete Testing (slump & cylinder)		
Construction Testing –		
Construction Testing –		

FEE SCHEDULE

Construction Testing –		
Construction Testing –		

Attachment No. 4

Revised Minimum Qualifications

Exhibit A.2

Minimum Qualifications

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
PCMT Manager	Project Manager 4	15	Registered Professional Engineer or Registered Architect in the State of Georgia. Managed at least 5 large commercial/office buildings, parking structures or renovation of existing buildings with a value of not less than \$40 million or 4 multi year bond programs with a value of not less than \$100 million inclusive of the design and construction of sidewalks, streetscapes, intersection improvements, bridge and/or roadway improvements including multi-firm teams or Joint Ventures.
Construction Manager	Project Manager 2	10 years experience with P.E. or 18 years experience	Registered Professional Engineer in the State of Georgia or additional 8 years experience. Managed at least 4 large commercial/office buildings, parking structures or renovation of existing buildings with a value of not less than \$20 million and/or 3 Capital Improvement Programs (CIP) for the construction of sidewalk, streetscapes, intersection improvements, bridge and/or roadway construction with a value of not less than \$10 million.
Bridge Project Manager	Engineer 7	8	Registered Professional Engineer in the State of Georgia. Demonstrate responsible charge or task leader for the design and construction of at least 4 bridge projects with a value not less than \$3 million each.
Traffic Signals Project Manager	Engineer 6	7	BS Degree in Engineering. Participated on the design and construction of a CIP for traffic related projects inclusive of signal installation, signal upgrades, signal communications, flashing beacon installation and construction. Managed signal network
Civil Engineering Project Manager	Engineer 5	6	BS Degree in Engineering. Participated on the design and construction of a CIP for projects inclusive of sidewalks, streetscapes, intersection improvements roadway resurfacing and/or roadway construction.

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
Estimating Manager	Engineer 4	5	BS Degree in Engineering. Participated on the cost estimating of at least 2 CIPs for the design of sidewalks, streetscapes, intersection improvements or bridge and/or roadway improvements or comparable work in either civil, structural, mechanical,, or electrical disciplines for commercial building projects.
Scheduling Manager	Engineer 4	5	BS Degree in Engineering or similar field. Works directly with project managers to perform schedule development and maintenance for bond projects. Proficient skill level required in both Primavera 6 and MS Project.
Facility Project Manager	Architect	5	Registered Architect in Georgia with LEED Certification and worked on projects for the design of parks and recreation facilities or at least two commercial buildings construction or renovation with a value of at least \$20 million.
Surveyor Crew (2 person)	Surveyor Crew (2 person)	8	Prepared land surveys and property acquisition plats used in the design and construction of sidewalks, streetscapes, intersection improvements, bridge and/or roadway construction projects. One member of the crew must be a Registered Land Surveyor in Georgia.

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
GIS Technician 3	GIS Technician 3	8	B.S. in Geography, Engineering, Planning or related field. Prepared, managed and maintained GIS maps, shape files and data of projects for sidewalks, streetscapes, intersection improvements, bridge and/or roadway improvements or comparable tasks for municipal building and site design .
Program Safety Manager	Project Manager 2	15	B.S. in construction related field or equivalent experience. Provided overall coordination and management of safety plans and activity for staff of Field Engineers, Construction Inspectors, and Contractors on program that included projects for sidewalks, streetscapes, intersection improvements or bridge and/or roadway improvements or comparable tasks for municipal building and site construction on behalf of the City.
Controls Manager	Construction Manager	15	B.S. in construction related field or equivalent experience. Certified Project Management Professional. Provided overall coordination and management of staff of Schedulers and Cost Estimators on program that included projects for sidewalks, streetscapes, intersection improvements or bridge and/or roadway improvements or comparable tasks for municipal building and site construction on behalf of the City.
Project Controls Specialist	Project Manager 1 or Engineer 1	8	B.S. in construction related field or equivalent experience. Certified Project Management Professional with experience delivering Capital projects of a similar nature as the Renew Atlanta Bond projects.
Senior Field Engineer	Senior Field Engineer	12	Served as Senior Field Engineer on projects for sidewalks, streetscapes, intersection improvements, bridge and/or roadway improvements with responsibility for reviewing contractor schedules, payment requests and directing the activities of Field Engineers and Construction Inspectors or comparable tasks for municipal building and site construction on behalf of the City.

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
Field Engineer	Field Engineer	10	Served as Field Engineer on projects for sidewalks, streetscapes, intersection improvements or bridge and/or roadway improvements with responsibility for reviewing contractor schedules, payment requests and directing the activities of Construction Inspectors or comparable tasks for municipal building and site construction on behalf of the City.
Construction Inspector	Construction Inspector	8	Served as Construction Inspector on projects for the construction of sidewalks, streetscapes, intersection improvements or bridge and/or roadway improvements with responsibility for inspecting work for conformance with plans and specifications and maintaining daily Inspector reports or comparable task for municipal building and site construction on behalf of the City.
Construction Testing Engineering Technician	Construction Inspector	8	Provided inspection and testing services on roadway paving and concrete projects). Prepared reports to document construction progress, inspection and testing results. Conduct field tests and other tests to determine contractors compliance with contract specifications. Has a working knowledge of construction materials testing and inspection methods and standards.
Safety Inspector	Safety Inspector	6	Monitor construction sites periodically to ensure overall compliance with Safety plan and construction best practices. Served as Safety Inspector on projects for the construction of sidewalks, streetscapes, intersection improvements or bridge and/or roadway improvements or comparable task for municipal building and site construction on behalf of the City.

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
Utility Coordinator	Project Manager 1 or Engineer 1	8	Served as Utility Coordinator on projects for a municipal Capital Improvement Programs (CIP) gathering, processing and utilizing information from various utility sources to coordinate projects to the best benefit for the City.
Contracts Specialist	Contracts Specialist	8	B.S. in Business or any related field. Managed, performed, and/or developed policies and procedures for work involving the procurement of supplies, services, and construction using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts for CIP projects and programs .
Financial Analyst	Financial Analyst	4	B.S. in Finance, Accounting or an equivalent education. Preparation of financial presentations for management including the year-end presentation of financial results and City Council meeting materials. Tracking of financial status by monitoring variances from plan
Information Technology Specialist	Information Technology Specialist	4	Associate's degree or equivalent. Provided technical support to staff for personal computers and network system infrastructure equipment, including testing, updating, maintaining, and providing training on mainframe client servers and microcomputer software and hardware.
Junior Planner/GIS Specialist	College Intern	N/A	Post sophomore year college student majoring in transportation planning or related field with knowledge of GIS.

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
Engineering Intern	College Intern	N/A	Post sophomore year college student majoring in engineering or related field with knowledge of CAD.
Land Acquisition Manager	Land Acquisition Manager	15	Task leader overseeing all functions of right of way acquisition including appraisal, negotiation, relocation and pre-condemnation activities on at least 4 projects, two of which must have satisfactorily completed GDOT's PDP process through right-of-way certification.
Appraiser 5	Appraiser 5	10 years commercial experience and/or 8 years of eminent domain appraisal experience for Transportation Projects in GA	<p>Approved to bid on and complete:</p> <ul style="list-style-type: none"> a. Level III or IV acquisition problems. b. Before and after acquisitions of improved properties of the most complex levels of difficulty, requiring an extensive and perhaps innovative analysis to determine value and/or potential damages. Examples of such appraisals may include: Partial acquisitions of non-residential property with partial mitigation of consequential damages, and partial and total acquisitions of residential properties such as regional shopping centers, transportation facilities, communication facilities, automotive dealerships, franchise restaurants, motels, hotels, and multi-family residences, office and industrial parks, or any other appraisal problem that would, in the judgment of the Right of Way Staff require an extraordinary analysis. A regional data search may be required.

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
Appraiser 4	Appraiser 4	10 years commercial experience and/or 5 years of eminent domain appraisal experience for Transportation Projects in GA	<p>Approved to bid on and complete:</p> <ul style="list-style-type: none"> a. Level III acquisition problems. b. Before and after acquisitions of vacant land (all types) and single family residential structures with or without damages. c. Acquisitions of non-residential structures where no damages to the remainder are evident.
Appraiser 3	Appraiser 3	8 years commercial experience and/or 4 years of eminent domain appraisal experience for Transportation Projects in GA	<p>Approved to bid on and complete:</p> <ul style="list-style-type: none"> a. Simple acquisition problems where no damages to the remainder are evident, involving vacant land only (all types), site improvements, and acquisitions of single family residential structure b. Before and after acquisitions of vacant land (all types) and single family residential structures with or without damages. c. Acquisitions of non-residential structures where no damages to the remainder are evident. d. Surplus property appraisals which may include recorded easements or access breaks.
Diversity Manager	Diversity Manager	5	Strengthened existing, and developed new partnerships with community to increase participation from diverse populations on Capital Improvement Projects. Led outreach activities; Organized events targeted for diverse communities.
Administrative Assistant	Administrative Assistant	5	Provides and/or facilitates administrative services including typing, communication systems, printing services, filing, mailing, purchasing, office maintenance and other support services either in whole or in part, depending upon size of project. Establishes systems and procedures for efficient and economical operation of support services.