

CITY OF ATLANTA
ADVERTISEMENT FOR REQUEST FOR PROPOSAL

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta, Department of Procurement (“**DOP**”), a proposal for FC-8381, Program Management Services. The City of Atlanta (the “**City**”) is soliciting proposals for a Department-wide Program Management Services Consulting firm to support and to enable successful implementation of Department of Watershed Management’s Capital Improvement Program (“**CIP**”) and asset investment in accord with strategic asset management principles.

A **Pre-Proposal Conference** will be held on **Thursday, October 8, at 2:00 P.M. EDT**, at Two City Plaza, 72 Marietta St., Second Floor Auditorium, Department of Watershed Management, City of Atlanta, Atlanta, GA 30303. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the Department of Watershed Management, Office of Contract Compliance and Risk Management available at the conference to discuss this project and to answer any questions. Proponents are strongly encouraged to attend the Pre-Proposal Conference.

Proponents will be allowed to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the Pre-Proposal Conference are not authoritative. Authoritative responses to all written questions will be published and made available to all proponents in the form of an addendum. The deadline to submit questions in writing is **Tuesday, October 13, 2015, at 2:00 P.M. EDT**.

Your response to this Request for Proposals (“**RFP**”) must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, **no later than 2:00 P.M. EDT, Monday, October 26, 2015**.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M. EDT****

Proposals will be publicly opened and read at 2:01 P.M. EDT on the respective due date in Suite 1900 (1st Floor), 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

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

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number, email address, and the project number to LaVern F. Tate, Esq., Contracting Officer, at lf Tate@atlantaga.gov in order to be placed on the Plan Holders List. Failure to do so may prevent you from receiving any addenda that are issued and may deem you non-responsive.

This RFP may also be obtained from the Department of Procurement, Plan Room, 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, at a cost of \$55.00 per package, beginning on Monday, September 28, 2015. All purchased solicitation documents include a solicitation package; scope of work booklet and full size drawings (if applicable).

If you have any questions regarding this project, please contact LaVern F. Tate, Esq., Contracting Officer, at (404) 865-8996 or by email at lfate@atlantaga.gov. Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the Plan Holders List should be directed to the Plan Room at (404) 330-6204.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals 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.