



## CITY OF ATLANTA

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DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,

CIPC, CISCC, CIGPM

Chief Procurement Officer

[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

Kasim Reed  
Mayor

November 10, 2015

Dear Potential Proponents:

**Re: FC-8553, Program and Construction Management Support Services for  
the Renew Atlanta Bond**

Attached is one (1) copy of Addendum No. 2, which is hereby made a part of the above-referenced project.

For additional information, please contact Lloyd A. Richardson, Contract Administrator, at (404) 864-8504, or by email at [larichardson@atlantaga.gov](mailto:larichardson@atlantaga.gov).

Sincerely,

Adam L. Smith

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**ADDENDUM NO. 2**

This Addendum No. 2 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

**1. Proposal Due Date**

The Proposal due date has been extended to **Friday, December 4, 2015 at 2:00 P.M. EST.**

**2. Questions and Answers**

Total of thirty (30) questions attached hereto as Attachment No. 1.

**3. Revision of Exhibit A.1, Compensation/Fee Schedule**

Exhibit A.1, Compensation/Fee Schedule, is hereby removed and replaced with a revised Exhibit A.1 dated 11/10/15 attached hereto as Attachment No. 2.

**4. Revision of Exhibit A.2, Minimum Qualifications**

Exhibit A.2, Minimum Qualifications, is hereby removed and replaced with a revised Exhibit A.2 dated 11/10/15 attached hereto as Attachment No. 3.

**5. Revision of Part 2, Contents of Proposal Section 3.2.2, Organizational Structure/Organizational Chart**

The Program and Construction Management Support Services Organizational Chart provided in Section 3.2.2 is hereby removed and replaced with a new Organizational Chart dated 11/10/15 attached hereto as Attachment No. 4.

**6. Revision of Part 2, Contents of Proposal Section 3.2.3.2.2, Additional Services**

Section 3.2.3.2.2 is hereby revised to include: "section 3.2.3.2.3, Communication Specialist".

**7. Revision of Part 2, Contents of Proposal Section 3.2.3.4, Personnel/Position Descriptions**

Section 3.2.3.4 is hereby revised to include: "section 3.2.3.4.17, Communication Specialist - The Communication Specialist shall assist the City's Director of Communications and Press Secretary with the public communications aspect of the program. This assistance may include but not limited to communications strategic planning, public meetings, public facing website implementation and maintenance, and creation and editing of press releases.

**8. Replacement of Part 4, Required Submittals, Form 5, Acknowledgement of Addenda**

Form 5, Acknowledgement of Addenda is hereby removed and replaced with revised Form 5 dated 11/10/15 attached hereto as Attachment No. 5.

**9. Replacement of Part 4, Required Submittals, Form 9, Required Submittal Checklist**

Form 9 Required Submittal Checklist is hereby removed and replaced with revised Form 9 dated 11/10/15 attached hereto as Attachment No. 6.

**10. Revision of Part 1, Instructions to Proponents, Item 21, Conflict of Interest**

Part 1, Instructions to Proponents, Item 21, Conflict of Interest is hereby revised to read: **“Conflict of Interest for the Renew Atlanta Bond Program: The successful Proponent(s), including any of its constituent joint venture member firms, are not eligible to propose on, or perform any other services for the Renew Atlanta Bond Program during the term of this Agreement. Any sub consultants or subcontractors hired by the successful Proponent also may not perform other services on the Renew Atlanta Bond Program. Any exceptions to additional participation/services by a subconsultant or sub-contractor on the Renew Atlanta Bond Program will require that subconsultant or subcontractor to demonstrate in writing to the City of Atlanta that a conflict does not exist. Any waiver to this requirement will only be considered upon this written request to the Renew Atlanta General Manager or designee in order to receive the determination.”**

**11. Revision of Part 1, Instructions to Proponents, Item 22, Other Solicitations**

Part 1, Instructions to Proponents, Item 22, Other Solicitations is hereby revised to read: *“The City reserves the right to issue RFPs for other on-demand professional services, including generically-defined projects or groups of projects.”*

**FC-8553, Program and Construction Management  
Support Services for the Renew Atlanta Bond  
Addendum No. 2  
November 10, 2015  
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Addendum No. 2 for **FC-8553, Program and Construction Management Support 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, December 4, 2015 and should be time stamped in no later than 2:00 P.M. EST 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-8553, Program and Construction Management  
Support Services for the Renew Atlanta Bond  
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**Acknowledgment of Addendum No. 2**

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. 2, FC-8553, Program and Construction Management Support 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**

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QUESTIONS

&

ANSWERS

Question 1: 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: The Proponent for FC-8553 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 2: 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 question no.1.*

Question 3: Appendix B Insurance and Bonding Requirements- 1. Evidence of Insurance Required Before Work Begins. The RFP states "If the Contractor/Consultant is a joint venture, the insurance certificate should name the joint venture, rather than the joint venture partners individually, as the primary insured".  
With the formation of the JV for this proposal being established one to two weeks before proposal submission, the JV does not have enough time to obtain and submit the required insurance? Is the JV required to submit as the JV or as individual companies? If as a JV, an extension will be needed on the proposal due date.

*Answer: See response to question no. 1. Also, see item no. 1 of this addendum.*

Question 4: Can a firm be a joint venture partner on one proposal and a sub consultant on another proposal in this procurement?

*Answer: Yes.*

Question 5: Is a joint venture between two African American Male business enterprise firms and a Female business enterprise firm an acceptable joint venture?

*Answer: Yes. However, the minority/female majority interest holder in this example cannot be credited with M/FBE subcontractor participation for their self-performance of work. Either or both of the M/FBE minority interest holders in the JV may self-perform work on the project and receive M/FBE participation credit on the project. Typically, JV's consist of two partners as opposed to three. A two team JV must contain firms with different ethnic categories. A three team JV may have two firms of the same ethnic or gender category. However, the third JV partner must be of a different ethnic or gender category.*

Question 6: Part II, Section 3.2.1.2.4 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." Is this request the same as that requested in Part IV, Required Submittals, Form 2 Section C?

- a. Part IV, Required Submittals, Form 2 Section C 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 7: 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”.  
Please confirm that this should read “must be submitted with the Proponent’s Response to the RFP” as language reads in item #6 or if this item is to be submitted prior to the bid due date of November 13, 2015.

**Answer:** *Confirmed as stated.*

Question 8: Part IV Required Submittals - Form 3 Proponent Financial Disclosure  
Form 3 Proponent Financial Disclosure, appears to be missing from the RFP package. Could the City please provide this form to teams? This form is referenced in Part I, Instruction to Proponents, Item #13.

**Answer:** *Please see Addendum No. 1 issued on October 21, 2015.*

Question 9: Part IV Required Submittals - Form 5 Acknowledgment of Addenda  
Can Form 5 be notarized or a simpler process provided rather than needing a corporate seal, which is more time consuming to obtain and may be difficult to achieve if an addendum is received three days or less from the due date of the proposal? Large firms while Atlanta based, maintains corporate/financial/legal office in other location.

**Answer:** *Please see item no. 8 of this addendum.*

Question 10: Part IV Required Submittals - Form 7 Reference List  
Since teams are required to form joint ventures, does the language that each “bidder” must provide at least five references mean that among the joint venture partners, a total of five references are to be provided?

**Answer:** *No. Each JV partner must provide five (5) references using Form 7.*

Question 11: Part IV Required Submittals - Form 8/9 Required Submittal Checklist  
Is Form 8 Proposal Guarantee a required submission for this proposal?

*Answer: No.*

Question 12: Part IV Required Submittals - Form 8/9 Required Submittal Checklist  
In Section 2 of the Required Submittal Checklist, Form 8, Volume II items listed have alternate titles for Forms 8 and 9. Form 8 is listed Proposal Guarantee N/A, and Form 9 as Required Submittal Checklist. However the title of the form (Top of the page) is called Required Submittal Checklist Form 8. Can you please provide clarity?

*Answer: Please see item no. 9 of this addendum.*

Question 13: Part IV Required Submittals - Form 8/9 Required Submittal Checklist  
Should each member of the joint venture submit this form or is one copy provided by the JV Team sufficient?

*Answer: Only one Form 9, Required Submittal Checklist is required per submittal.*

Question 14: Does requirement for double spacing apply to resumes?

*Answer: No.*

Question 15: Does requirement for double spacing apply to the cover letter?

*Answer: Yes.*

Question 16: Does requirement for double spacing apply to tables and charts?

*Answer: No.*

Question 17: 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 18: Would the City consider a one (1) 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: Please see item no. 1 of this addendum.*

Question 19: The RFP states that the City reserves the right is issue RFPs for other on-demand professional services and that the successful proponents under this RFP are precluded from responding to such solicitations.

Are the respondents only precluded from bidding on future Department of Public Works project, or does this preclusion apply to other departments such as Department of Watershed Management, Department of Aviation and/or similar departments?

*Answer: Please see item no. 11 of this addendum.*

Question 20: Are there any requirements to submit exceptions to the sample contract with the proposal?

*Answer: No.*

Question 21: Based on information covered in the pre-bid conference, is it correct to say that the draft Master Professional Services Agreement for Contract No. FC-8115 (as provided in the RFP) is negotiable in its current state?

*Answer: Yes.*

Question 22: The Instructions to Bidders, Paragraph 22 states that the selected proponent(s) cannot pursue any other on demand work with the City of Atlanta. That is an overly broad requirement. What is the definition of on demand?

*Answer: On demand is defined as any work needed by the City*

Question 23: The City recently awarded several Open End Contracts. Are these Open End Contracts considered on demand?

*Answer: If the reference to "Open End Contracts" refer to the Architectural Engineering and Design Services Contracts, these contracts are utilized upon the identification of needs by the City.*

Question 24: Are there any procurement hindrances of the successful from discreet projects with Watershed? Aviation? Corrections?

*Answer: No.*

Question 25: Section 3.2.1 of Part 2, Contents of Proposals, states that the Executive Summary Section is to be 6 pages and have both an executive summary and a cover letter. Are we to provide a 6 page executive summary and a cover letter or a combined section of cover letter and executive summary of no more than 6 pages?

*Answer: Combined, the cover letter and executive summary must not exceed six (6) pages.*

Question 26: In the pre-proposal meeting it was stated that 3 project experiences are required of each joint venture member. The RFP requests 3 and no more than 6 project experiences. How many project experiences are we to give to satisfy the RFP?

*Answer: Proponent must provide a narrative description of three (3) projects and a maximum of six (6) projects in total.*

Question 27: Does each member of the joint venture have to acknowledge receipt of the addenda in Form 5?

*Answer: Only one (1) Form 5 is required per submittal.*

Question 28: Does each member of the joint venture have to file affidavit Form 4.1 stating that they have the proper insurance?

*Answer: No. Either member of the JV team can submit Form 4.1*

Question 29: If a potential proponent for FC-8553 is on an On-Demand Professional Services Contract with another department in the City, would that potential proponent be allowed to submit a response to and/or serve as an awardee on the FC-8553 RFP as a prime proponent or a sub-contractor?

*Answer: Yes.*

**Attachment No. 2**

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**Revised Exhibit A.1**  
**COMPENSATION/FEE**  
**SCHEDULE**

**EXHIBIT A.1**  
**COMPENSATION**

**1. Compensation**

- 1.1. **General Compensation Terms:** Consultant will be compensated for Services pursuant to the terms of this Services Agreement and the specific Task Order associated with such Services.
- 1.2. **Potential Compensation Structure of Task Orders:** City may issue Task Orders to Consultant based upon any compensation arrangement allowed by Applicable Law including, but not limited to, the following:
  - 1.2.1 **Task Order Maximum Payment Amount; Not to Exceed Amount:** A Project under a Task Order may involve payment of compensation up to a specific not- to- exceed amount, based upon approved fully burdened hourly rates for each of the positions/categories required by the Scope of Services (in addition to, or in alteration of, those included on Exhibit A.2). These rates shall be reflected of the application of field overhead rates (as opposed to home office overhead rates) for those positions where the personnel shall be assigned to work out of the City's offices. The Task Order will also specify compensation for specific categories of reimbursable expenses, as negotiated between City and Consultant and included in the specific applicable Task Order.
  - 1.2.2 **Task Order Maximum Payment Amount; Lump Sum:** A Project under a Task Order may involve payment of a total lump sum amount to Consultant and a specific payment schedule, based upon negotiations between the City and Consultant.
  - 1.2.3 Unless a Task Order is expressly designated as lump sum payment, Service Provider shall be compensated in accordance with the approved budget for hours actually worked under each sub-task itemized under an approved Task Order; and Service Provider shall not be compensated for any cost overruns under the approved budget for any sub-task itemized under an approved Task Order, unless expressly approved by an authorized representative of the City prior to incurring such cost overruns. Service Provider shall promptly notify the City and request consideration of such authorization as a Change (if appropriate) in the Services, prior to incurring such cost overruns. Otherwise, any such cost overruns will be costs incurred by the Service Provider.
- 1.3. **Consumer Price Index (CPI):** For compensation purposes under this Services Agreement no salary or amount shall exceed the negotiated salary or amount received by said personnel or negotiated rate for a principal as of the effective date of this Services Agreement unless the Renew Atlanta General Manager or his designated representative, has been notified in advance, in writing, of the

increased salary, rate or amount and approves the increase. The COA reserves the right to approve all personnel, amounts and salaries of said personnel performing services under this Services Agreement. For adjustments submitted after the effective date of this Services Agreement, the Consultant must demonstrate that increases in salary, or the principal's rate are in accordance with the U.S. Consumer Price Index and the rate set forth in Exhibit A.2, which shall not exceed four (4%) percent per year. Such requested increases shall be subject to audit by the City and shall only be considered upon request at the annual anniversary date of this contract..

**2. Reimbursable Expenses:** Reimbursable expenses include:

21. Expenses of large format reproductions and handling of drawings, specifications and other deliverables and documents, excluding reproductions for the office use of Consultant and for its sub consultants.
22. Expenses of renderings, models and mock-ups requested by the City.
23. Out-of-Town Travel, accommodations and subsistence charges for personnel; provided, however that they must be requested by and approved in writing in advance by the DPW Deputy Program Management Officer or OEAM Director of Facilities Management, as the case may be, or his/her designee. Consultant must provide estimate of travel cost.
24. Travel to Atlanta as needed by the DPW and the OEAM. Prior request and approval by the DPW Deputy Program Management Officer or OEAM Director of Facilities Management, as the case may be, or his/her designee for travel by the Consultant and any sub consultants/contractors is required. Consultant must provide estimate of travel cost.
25. Additional Reimbursable Expenses may be added on a Task Order by Task Order basis when approved by the DPW Deputy Program Management Officer or OEAM Director of Facilities Management, as the case may be, or his/her designee.

**3. Non-Reimbursable Expenses.** Non-reimbursable expenses include, but are not limited to:

31. Overtime expenses unless pre-approved by the DPW Program Management Officer or OEAM Director of Facilities Management, as the case may be, or his/her designee.
32. Local in-town travel.
33. Cell phones and cell phone charges.
34. If an expense is not explicitly included in this Services Agreement as a reimbursable expense, it is a non-reimbursable expense.
35. Any none project related postage and shipping (including overnight express) charges.
36. Non project related parking charges.
37. Relocation expenses for personnel unless approved by the DPW

**4. Additional Provisions Concerning Reimbursable Expenses.**

- 4.1 Reimbursable expenses are to be included as part of the Not-To-Exceed fee for each Task Order, and shall not be invoiced separately.
- 4.2 All reimbursable expenses will be paid at cost. Pay request submitted by Consultant for reimbursable expenses must be accompanied by invoices and receipts and will be paid to Consultant upon approval by the City. City reserves the right to disapprove any request for reimbursable expenses which is not submitted in the form, in the manner and under the circumstances required under this Services Agreement.
- 4.3 An amount equal to the premium payments for overtime work or night work, actually paid to partners, principals, architects, engineers, planners and other professional and technical employees for time actually spent by them in the performance of Services when such overtime or other premium payments have been demonstrated to be in accordance with Consultant's normal business practice and have been authorized in writing in advance by the DPW Program Management Officer or OEAM Director of Facilities Management, as the case may be, or his/her designated representative may also be reimbursed under this Services Agreement in writing. Premium time shall not accrue prior to the completion of 40 hours per week of work by any given individual. Such premium payments to supervisory employees, who do not receive such payments in Consultant's normal business practice, shall not be given under this Services Agreement.
- 4.4 Consultant will be reimbursed for Consultant payments made to sub consultants for work at an amount equal to the amounts actually paid to the sub consultant based upon approved sub-consultant fully burdened hourly rates as approved upon execution of this Agreement. The City does not allow Consultant to receive a mark-up on sub consultant payments as the management and administration of a sub consultant is contained in Consultant multiplier and resources allocated in an executed Task Order. Billing Rates and Classifications for Sub consultants are established in **Exhibit A.2**.
- 4.5 Consultant shall keep, and shall cause any sub consultants to keep, daily records of the time spent in the performance of Services by all persons providing Services under this Services Agreement, as well as records of the amounts of such rates and amounts actually paid for the performance of such services and records and receipts of reimbursable expenditures. Failure to do so shall be a conclusive waiver of Consultant's right to compensation for such services or expenses. City has the right to audit all such records.

**5. Submittal of Invoices.** Consultant must prepare and submit to City invoices ("Invoice" or "Invoices") on the first day of each month during the Term of this Services Agreement requesting payment for Services rendered during the previous month in accordance with the specific terms of compensation set forth in the applicable Task Order. Consultant must submit all invoices in original & three (3) copies to:

City of Atlanta  
Department of Public Works  
Capital Projects Group  
55 Trinity Avenue, Suite 4500  
Atlanta, GA 30303  
Attention: Invoice Compliance  
Reference: Services Agreement No. FC-8553

6. **Format of Invoices.** The Invoice shall be submitted in written and electronic format on a monthly basis representing charges for the work completed during the previous month. Other invoice format will be set forth in the applicable Task Order.
7. **Payment of Invoices.** Approved invoices will be paid by City within thirty (30) days, to the extent practicable. City may disallow payments for Services for failure to submit timely invoices.
8. **City's Right to Withhold Payments.** City may withhold payments for Services that involve disputed costs, or are otherwise performed in an inadequate fashion. Payments withheld by City will be released and paid to Consultant when the Services are subsequently performed adequately and on a timely basis, causes for disputes are reconciled or any other remedies by City have been satisfied.
9. **Releases of all Claims.** City may, as a condition precedent to any payment, require Consultant to submit for itself, its sub consultants, immediate and remote, and all material suppliers, vendors, laborers and other parties acting through or under it, complete waivers and releases of all claims against City arising under or by virtue of this Services Agreement. Upon request, Consultant must, in addition, furnish acceptable evidence that all claims have been satisfied.

**Acceptance of Payments by Consultant; Release.** The acceptance by Consultant of any payment for Services under this Services Agreement will, in each instance, operate as, and be a release to City from, all claim and liability to Consultant for everything done or furnished for or relating to the Services for which payment was accepted, unless Consultant, within five (5) days of its receipt of a payment, advises City in writing of a specific claim it contends is not released by that payment.

10. **Claims against Consultant.** If there are claims filed against Consultant in connection with its performance under this Services Agreement, for which City may be held liable if unpaid, and such claims are not promptly removed by Consultant after receipt of written notice from City to do so, City may resolve any of those claims and deduct all costs in connection with that resolution from payments or other monies due, or which may become due, to Consultant. If the amount of any withheld payment or other monies due Consultant under this Services Agreement is insufficient to meet any of those costs, or if any claim against Consultant is discharged by City after final payment under this Services Agreement is made, Consultant must promptly pay City all reasonable costs incurred by City concerning the claim after Consultant's receipt of written notice from City.

## FEE SCHEDULE

### Program and Construction Management Support Services

#### **Key Personnel:**

<b>Classification</b>	<b>Actual Salary</b>	<b>Multiplier</b>	<b>Billing Rate</b>
PCMSS Principal-in-Charge			
Construction Manager			
Program Safety Manager			
Controls Manager			
Estimating Specialist			
Scheduling Specialist			
Contracts Specialist			
Project Controls Specialist			

#### **Supplemental Personnel:**

<b>Classification</b>	<b>Actual Salary</b>	<b>Multiplier</b>	<b>Billing Rate</b>
Civil Project Manager			
Bridge Project Manager			
Traffic Signals Project Manager			
Field Engineer, Sr.			
Administrative Assistant			
Diversity Manager			
Financial Analyst			
Communications Specialist			

FEE SCHEDULE

**Ad Hoc Personnel:**

<b>Classification</b>	<b>Actual Salary</b>	<b>Multiplier</b>	<b>Billing Rate</b>
Construction Manager			
CAD Technician			
Appraiser Level 3			
Appraiser Level 4			
Appraiser Level 5			
GIS Technician			
Junior Planner/GIS Specialist			
Engineering Intern			
Two-Man Survey Crew			
Safety Inspector			

**Ad Hoc Services:**

<b>Classification</b>	<b>Unit Rate</b>	<b>Per Test</b>
Construction Testing-Asphalt testing		
Construction Testing – Compaction Testing		
Construction Testing - Concrete Testing (slump & Cylinder)		
Construction Testing – (as recommended by Proponent)		
Construction Testing – (as recommended by Proponent)		
Construction Testing – (as recommended by Proponent)		
Construction Testing – (as recommended by Proponent)		
Construction Testing – (as recommended by Proponent)		

# **Attachment No. 3**

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## **Revised Exhibit A.2, MINIMUM QUALIFICATIONS**

**Exhibit A.2**

**Minimum  
Qualifications**

<b>Classification</b>	<b>Classification Code</b>	<b>Minimum Years Experience</b>	<b>Minimum Qualifications / Work Experience</b>
PCMSS Principal-in-Charge	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 \$25 million or 4 multi-year bond programs with a value of not less than \$60 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 \$13 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 \$7 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

<b>Classification</b>	<b>Classification Code</b>	<b>Minimum Years Experience</b>	<b>Minimum Qualifications / Work Experience</b>
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.
Estimating Specialist	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 Specialist	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.
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.
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 .

<b>Classification</b>	<b>Classification Code</b>	<b>Minimum Years Experience</b>	<b>Minimum Qualifications / Work Experience</b>
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 preferred. 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 preferred 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.
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.

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
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.
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.

<b>Classification</b>	<b>Classification Code</b>	<b>Minimum Years Experience</b>	<b>Minimum Qualifications / Work Experience</b>
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	Associates 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.
Engineering Intern	College Intern	N/A	Post sophomore year college student majoring in engineering or related field with knowledge of CAD.

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
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"> <li>a. Level III or IV acquisition problems.</li> <li>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.</li> </ul>
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"> <li>a. Level III acquisition problems.</li> <li>b. Before and after acquisitions of vacant land (all types) and single family residential structures with or without damages.</li> <li>c. Acquisitions of non-residential structures where no damages to the remainder are evident.</li> </ul>

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
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"> <li>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</li> <li>b. Before and after acquisitions of vacant land (all types) and single family residential structures with or without damages.</li> <li>c. Acquisitions of non-residential structures where no damages to the remainder are evident.</li> <li>d. Surplus property appraisals which may include recorded easements or access breaks.</li> </ul>

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.
CADD Technician		8	Must possess 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.

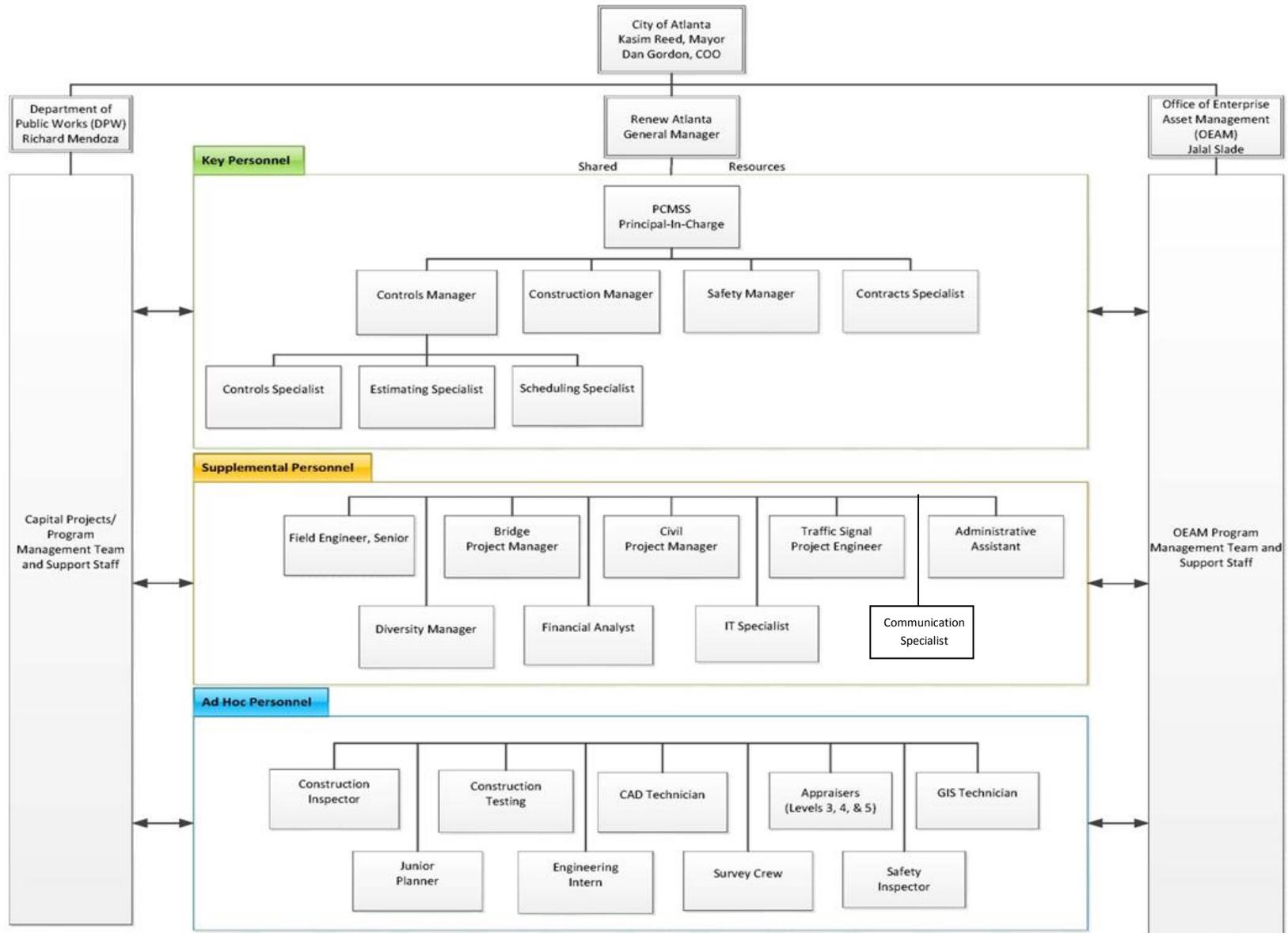
<p>Communications Specialist</p>		<p>4 - 6</p>	<p>Must possess the ability to develop and implement internal communications plans, create content for internal campaigns, and other messages related to the Renew Atlanta 2015 Bond and the projects that emanate therefrom, in a variety of media including online, email, digital and video formats.</p> <p>Must adhere to the digital content strategy guidelines and work with content creators and publishers to ensure online content is timely, relevant, engaging and effective. Must be able to measure the effectiveness of communications through site analytics, feedback surveys and other metrics.</p> <p>Must be able to demonstrate writing ability, including completing a short writing assessment;</p> <p>Must be able to demonstrate ability to manage multiple projects and deadlines;</p> <p>Must have knowledge of online content management systems or ability to learn City of Atlanta's systems and use them effectively.</p>
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\*\*Notes: Overtime for non-exempt employees must be pre-approved by the City of Atlanta on a task order basis.

# **Attachment No. 4**

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## **Revised PCMSS Organizational Chart**



# **Attachment No. 5**

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Revised Form 5,  
Acknowledgement  
of Addenda

**Required Submittal (FORM 5)**

**Acknowledgment of Addenda**

Proponents should sign below and return this form with their Proposal(s) to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303, as acknowledgment of receipt of certain Addenda.

This is to acknowledge receipt of the following **Addenda** for **FC-8553, Program and Construction Management Support Services for the Renew Atlanta Bond:**

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

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

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Proponent:  
[Insert Corporate Name]

\_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

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

# **Attachment No. 6**

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Revised Form 6,  
Required Submittal  
Checklist

**Required Submittal (FORM 9)  
Required Submittal Checklist**

	<p align="center"><b>Required Proposal Submittal Check Sheet</b></p>
1	<p><b>Volume 1 – Informational Proposal:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Executive Summary</li> <li><input type="checkbox"/> Organizational Structure/Organizational Chart</li> <li><input type="checkbox"/> Experience and Qualifications of Key Personnel</li> <li><input type="checkbox"/> Overall Experience, Qualifications and Performance of the Prime Firm and subcontractor</li> <li><input type="checkbox"/> Management Plan</li> <li><input type="checkbox"/> Quality Control Approach</li> <li><input type="checkbox"/> Project Controls Plan</li> </ul>
2	<p><b>Volume II – All Required Submittal Forms (if any of the required submittal documents are not submitted or incomplete within your Proposal submittal package, your firm may be deemed non-responsive). Required Submittals include but are not limited to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Form 1; Illegal Immigration Reform and Enforcement Act Forms</li> <li><input type="checkbox"/> Form 2; Contractor Disclosure Form</li> <li><input type="checkbox"/> Form 3; Proponent Financial Disclosure</li> <li><input type="checkbox"/> Form 4.1; Certification of Insurance Ability</li> <li><input type="checkbox"/> Form 4.2; Certification of Bonding Ability (N/A)</li> <li><input type="checkbox"/> Form 5; Acknowledgment of Addenda</li> <li><input type="checkbox"/> Form 6; Proponent Contact Directory</li> <li><input type="checkbox"/> Form 7; Reference List</li> <li><input type="checkbox"/> Form 8; Proposal Guarantee (N/A)</li> <li><input type="checkbox"/> Form 9; Required Submittal Checklist</li> <li><input type="checkbox"/> Authority to Transact Business in the State of Georgia</li> <li><input type="checkbox"/> Appendix A - Office of Contract Compliance Forms 1 – 5</li> </ul>
3	<p><b>Exhibit A.1 – Proposal Fee Schedule</b></p>
4	<p><b>Proponent’s Official Company Name: Company Physical Address:</b></p>
5	<p><b>President/Vice President/Owner Name: Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address:</b></p>
6	<p><b>Primary Point-of-Contact Concerning RFP: Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address:</b></p>