



CITY OF ATLANTA

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

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Kasim Reed
Mayor

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

January 22, 2016

INTERESTED PROPONENT:

Re: FC-8618, Management & Fee Collection Services for City of Atlanta Outdoor Pools

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 the following personnel for the respective solicitation: for FC-8618, Mr. Sherif Yassin, Contracting Officer, at (404) 330-6698, or via email at syassin@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS: ssy



Addendum No. 1

**Re: FC-8618, Management & Fee Collection Services for City of Atlanta
Outdoor Pools**

January 22, 2016

Page 2

This Addendum forms a part of the Request for Proposal and modifies the original solicitation package as follows:

- **Responses to Questions.**
- **Due date changed from Wednesday, January 27, 2016 to Wednesday, February 10, 2016.**

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Proposals are due **Wednesday, February 10, 2016**, and should be time stamped no later than **2:00 p.m. EST** on this day, and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP, CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

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*****All other information remains unchanged*****



Addendum No. 1

**Re: FC-8618, Management & Fee Collection Services for City of Atlanta
Outdoor Pools**

January 22, 2015

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Acknowledgement of Addendum No. 1

Proponents must sign below and return this form with its proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgement of receipt of this addendum on this _____ day of _____, 2016.

Legal Company Name of Respondent

Signature of Authorized Representative

Title

Date



MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE

PROJECT NUMBER FC-8618 – Management & Fee Collection Services for City of Atlanta Outdoor Pools

ADDENDUM No. 1

The following questions and/or clarifications were requested by various Contractors:

1.	Question:	At the pools that stay open after APS going back in session, are we to account for camp and swim lessons for the 10-12 time frame or are we to open the pool at 12:30 m-f?
	Response:	No. For pools that remain open after APS is back in session, there will not be swim lessons from the 10am-12pm timeframe. Pools will open at 12:30pm.
2	Question	Does the city have a required format for the weekly attendance and collections reports?
	Response:	The City and the Service Provider will agree on a specified format of such reporting requirements. The City has no mandated format
3	Question:	On page 11, it states 2 separate percentages, which percentage is correct? We presume the 25% but want clarification: Section 2.3.3 indicates 25% sharing on rentals and events Section 2.4 indicates 20% sharing on rentals and events
	Response:	25% is the correct percentage for both 2.3.3 and 2.4.
4	Question:	Is COA requesting that the cost proposal not be bound and delivered separately in envelopes?
	Response:	Must be submitted in separate sealed envelope. Please see Page 13 paragraph 4.
5	Question:	Does COA require eight 3 ring bound submissions (one original and seven copies) or one 3 ring bound submission with eight sections?
	Response:	Please see Page 13 paragraph 5.1.
6	Question:	What will be the operational dates and hours for Maddox?
	Response:	The public operating hours for Maddox Park will be: Monday-Saturday 12:30pm – 7:00pm Closed – Sunday
7	Question:	Can you send 2015 camp best friend usage numbers so we can calculate how many instructors will be needed per pool?
	Response:	Below are the usage numbers by pools from last summer: Adams Park 50 Anderson Park 100 Candler Park 50 Rosa L. Burney 100 Grant Park 60 John A. White 75 Rev. James Orange 60 Maddox 50 * Estimate for bid purposes Pittman Park 60 Powell at Mozley Park 60 South Bend Park 30

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PROJECT NUMBER FC-8618 – Management & Fee Collection Services for City of Atlanta
Outdoor Pools

ADDENDUM No. 1

		Thomasville Park	50
8	Question:	Are we to close the pools on Memorial day and Labor day that are normally scheduled to be closed Mondays?	
	Response:	Pools that are normally scheduled to be closed on Mondays will be open on Memorial Day and Labor Day.	
9	Question:	What are the gallons of each of the pools?	
	Response:	Below are the gallons per outdoor/indoor pool: <u>Outdoor Pools:</u> Adams Park 290,000 Anderson Park 200,000 Candler Park 206,000 Rosa L. Burney 254,160 Grant Park 554,000 John A. White 312,000 Rev. James Orange 56,078 Maddox 187,000 Pittman Park 535,000 Powell at Mozley Park 240,000 South Bend Park 292,000 Thomasville Park 198,000	
10	Question:	What type of disinfection system is currently in use at each facility?	
	Response:	Pools utilize sodium hypochlorite for sanitization. Some splash pads may use granular or sanitizer sticks, but the pools are on sodium hypochlorite.	
11	Question:	Is internet available at each site?	
	Response:	No. Vendor needs to provide Internet access.	
12	Question:	What forms of payment need to be accepted at the gates?	
	Response:	Cash and debit/credit cards must be accepted.	
13	Question:	Could the city please provide us with the hourly patron loads for all 12 pools (or best data) and the # of gallons for each pool?	
	Response:	Hourly patron load data is not available. Please refer to capacity for maximum patron load as per the RFP. Below are the gallons per outdoor/indoor pool: <u>Outdoor Pools:</u> Adams Park 290,000 Anderson Park 200,000 Candler Park 206,000 Rosa L. Burney 254,160 Grant Park 554,000	

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ADDENDUM No. 1

		John A. White	312,000
		Rev. James Orange	56,078
		Maddox	187,000
		Pittman Park	535,000
		Powell at Mozley Park	240,000
		South Bend Park	292,000
		Thomasville Park	198,000
14	Question:	Is their internet at each of the pools for the POS systems and back end reporting for the city?	
	Response:	No. Vendor needs to provide Internet access.	
15	Question:	Do Volume 1 & 2 need to be in separate 3 ring binders and can they be tabulated?	
	Response:	Please see response of question number 5.	
16	Question:	What is the expected award date(s)?	
	Response:	Prior to anticipated start date of summer of 2016.	
17	Question:	Is the Jan 27th a hard date? Is an extension possible such as a week?	
	Response:	The proposal due date has been extended from January 27, 2016, to February 10, 2016.	
18	Question:	It is our understanding that the regular daily maintenance and chemicals are to be included and priced under the management bid.	
	Response:	Yes. During the open pool season, general daily maintenance and chemicals are the responsibility of the management contractor. The maintenance contractor will only be assisting with requested repair needs during this time.	
19	Question:	Can the City confirm the anticipated contract award and start date?	
	Response:	Prior to anticipated start date of summer of 2016.	
20	Question:	Can the City confirm that a sufficient transition period will be provided between contract approval and contract start date to allow for hiring and staffing of required pool personnel?	
	Response:	Yes.	
21	Question:	Can the City confirm that repairs to any of the Pool's mechanical, electrical and plumbing infrastructure will follow a separate approval process and is not to be included in annual pricing?	
	Response:	Yes. Service Provider will coordinate infrastructure repairs.	
22	Question:	Can the City confirm if each pool offers Wi-Fi or internet service?	
	Response:	No. Vendor needs to provide Internet access.	
23	Question:	Will there be a furnished office space provided to the Contractor?	
	Response:	The department will provide a desk, phone and folding chairs.	
24	Question:	Can the City confirm if there is any grounds keeping (i.e. grass cutting) services to be delivered at any of the outdoor pools?	
	Response:	No. The City maintains the external areas surrounding the pool.	
25	Question:	In order to have sufficient time to receive and analyse responses from the City, could the City please consider extending the current proposal deadline by 1 week?	
	Response:	The proposal due date has been extended from January 27, 2016, to February 10, 2016.	

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ADDENDUM No. 1

THE FOLLOWING ARE CHANGES AND/OR MODIFICATIONS TO THE RFP DOCUMENTS

1. REVISION TO

Delete:

Section 2.4: Financial & Statistical Reporting - The Proponent must provide Point of Sales (POS) or equivalent system for use at all outdoor pools. This system should be able to capture names and ages of facility users, date/time used and revenues. All participation numbers must be provided; regardless of fees being collected. During the open pool season Proponent must provide weekly reports to the Commissioner of DPR or designee to include daily attendance/participation numbers and daily usage fee revenues collected for the previous week. (Proponent should also include revenues for rentals and special events as 20% of these revenues are due to the City. Proponent must also provide attendance/participation number for rentals and special events.)

Replace with:

Section 2.4: Financial & Statistical Reporting - The Proponent must provide Point of Sales (POS) or equivalent system for use at all outdoor pools. This system should be able to capture names and ages of facility users, date/time used and revenues. All participation numbers must be provided; regardless of fees being collected. During the open pool season Proponent must provide weekly reports to the Commissioner of DPR or designee to include daily attendance/participation numbers and daily usage fee revenues collected for the previous week. (Proponent should also include revenues for rentals and special events as 25% of these revenues are due to the City. Proponent must also provide attendance/participation number for rentals and special events.)