



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

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

March 11, 2016

Dear Potential Proponents:

Re: FC-8786, Program Management Team Services for the Renew Atlanta Bond

Attached is one (1) copy of **Addendum Number 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. James E. Crenshaw, Contracting Officer, Senior, at (404) 865-8816 or by email at jecrenshaw@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS/jec



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:

Questions and Answers

Total of twelve (12) questions attached as Attachment No. 1

Revision of Part 2, Section 3.1.2.2.1

Part 2, Section 3.1.2.2.1 is hereby revised to read. "Proponents **should not** include their Cost Proposal/Fee Schedule (Exhibit A.1) with their response to this RFP. The City will request Exhibit A.1 only from the three (3) top ranked firms based on the evaluation criteria outlined in Part 3 of this RFP."

The Proposal due date HAS NOT been modified and Proposals are due on Friday, April 1, 2016 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, CPPC
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****

Acknowledgment of Addendum No. 2

Proponents must sign below and return this form with 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 for **FC-8786, Program Management Team Services for the Renew Atlanta Bond** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Questions and Answers

1. **Question:** Part II, 3.1.2.2.1 (and Part II, 3.3 & 4.3) this section requires the inclusion of a fee schedule in a separately sealed envelope. Part I, #23 instructs not to include a fee schedule. Will you please confirm which applies?

Answer: No. **Do not** include Cost Proposal/Fee Schedule with response to RFP. See Item No. 2 of this addendum.

2. **Question:** Part II, Item # 1 and 2 – says A proposal will consist of 2 separate documents to include in the Informational Proposal which is comprised of Volume 1 and Volume 2. 4.2 – Says Volume I and Volume II must be provided in separate binders. Can we include Volume I and Volume II in 1 binder as long as we reference and label each volume?

Answer: No, Volume one (1) and Volume two (2) should be submitted in separate folders as instructed in Part 2, Section 4.2..

3. **Question:** Part II, 3.1.1, Volume I outline. There is a different order than the outline shown for the section requirements, i.e. Experience and Qualifications of Project Personnel is AFTER Overall Experience, Qualifications and Performance of Prime Firm and Experience on the outline, but they are switched in the subsequent section. Which order is correct?

Answer: Respondents must include all information requested in Part 2, Section 3 regardless of the order.

4. **Question:** Part II, 3.2.1.2.3. This section asks for a letter from each sub consultant. Are the letters excluded from the 6 page maximum for the Executive Summary? If so, should we put these in an Appendix?

Answer: Yes, the sub consultant letters are excluded from the six (6) page maximum limit. No, the sub consultant letters should remain within the Executive Summary section of proponents' proposals.

5. **Question:** Part IV, Form 3. Per corporate policy, we are required to submit financial statements in a separately sealed envelope to you within our proposal package. Will this be acceptable (rather than binding the statements with the form in the binder)?

Answer: Yes, Form 3 may be submitted in a clearly marked separately sealed envelope.

6. **Question:** Part IV, Form 7. Form 7 says that each proponent must provide at least 3 references. Does this mean that all members of the team (prime and subs) should provide 3 references, or does this only apply to the prime?

Answer: Form 7 applies to the prime only.

7. **Question:** Part 2, 3.2.4. The RFP allows 11x17 sheets for charts in Section 3.2.2. Would the City allow for the use of 11x17 sheets in Section 3.2.4 Overall Experience?

Answer: Yes

8. **Question:** Appendix B, Subpart A.5. Agent Acting as Authorized Representative, and Form 4.1 The referenced provision permits Offerors to submit Accord Certificates of Insurance executed by the Offerors agents. However, Form 4.1 appears to require Offerors carriers, rather than their agents, to provide evidence of insurance in conflict with the referenced provision in Appendix B. For clarity, can Offerors agents execute Form 4.1, or can Offerors submit agent-executed Accord Certificates of Insurance in lieu of Form 4.1?

Answer: Yes, Offerors' agents can execute Form 4.1. No, Offerors cannot submit Accord Certificates in lieu of Form 4.1.

9. **Question:** Appendix B, Subpart D, Professional Liability Insurance. The referenced provision requires a minimum 3-year Extended Reporting Provision. Typically, such a provision is only available in a project specific professional liability insurance (PSPLI) policy, which is expensive to procure. Can this provision be deleted from the RFP, or is it the City's intent that Offerors obtain PSPLI policies for this program?

Answer: No the provision remains. It is the City's intent for the successful Proponent to obtain Professional Liability Insurance.

10. **Question:** Attachment No. 1, Addendum Number 1, Subcontractor Contact Form and Subcontractor/Supplier Utilization Form. Is this form required if we intend to meet the City's Equal Business Opportunity goals?

Answer: Yes, All proponents are required to utilize the required submittals included in Appendix A (specifically the DBE Contact forms and DBE Utilization forms).

11. **Question:** Part I, Applicable City OCC Programs-page 8. In the original RFP, the City indicates that 18.1% of the contract must be subcontracted to an MBE and 8.3% to a FBE; however in Addendum Number 1, it says that the project specific DBE goal is 15%. Does the 15% override the previous requirements? Please confirm the total percentage of MBE, FBE, and DBE participation required for this solicitation.

Answer: Yes, the 15% DBE requirement is the guideline that all proponents must follow. It supersedes the 18.1% MBE and 8.3% FBE sub contractor's guidelines.

12. **Question:** Addendum Number 1, Revision of Exhibit A.2, Minimum qualifications. For some of the positions, the criteria may overly restrict the pool of potential candidates. Deviations from the guidelines could be noted within the proposal. May the minimum qualifications for key personnel be interpreted as education and experience guidelines?

Answer: No, Proponents must meet or exceed the minimum qualifications requirements as set forth in Exhibit A.2 of the Request for Proposal.