



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 28, 2016

Dear Potential Proponents:

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

Attached is one (1) copy of **Addendum Number 3**, 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. 3

This Addendum No. 3 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 seven (7) questions and answers attached as Attachment No. 1

Revision of Part 2, Section 3.2.2.2

Part 2, Section 3.2.2.2 is hereby revised to read:

“If a Joint Venture is utilized Proponents must also provide an organizational chart to include the joint venture organizational structure, including JV management team, all proposed sub-consultants, Renew Atlanta mandated positions in the organizational 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. The “bench strength” resumes may reflect additional positions that are relevant to the requested services. Any additional positions provided by the proponent will be considered “suggested” 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. Note that bench strength resumes are not required as part of this submittal. However, salary, multiplier and billing rate information for bench strength positions are required as part of the Fee Schedule which **will not** be submitted with the initial proposal documents.”

Revision of Part 2, Section 3.2.3.2.1

Part 2, Section 3.2.3.2.1 is hereby revised to read. 3.2.3.2.1:

“PMT Principal-in-Charge – The PMT Principal-in-Charge is responsible for the successful performance of the PMT team. This performance includes assignment and performance of personnel as is requested at project inception, as well as personnel changes (additions/deletions) that may be required over the life of the program. He/she will also insure that the contract requirements as to scope of services are delivered within specified timeframes, and that the OCC requirements are being met by the Program Management Team. The Principal-in Charge will also be available to the General Manager, as may be requested, to advise on matters concerning the overall successful delivery of the Renewal Atlanta Bond Program. He/she assists and reports directly to, the General Manager of Renew Atlanta, or designee, with responsibility and direction for all business functions of the PMT staff.”

Revision of Part 3, Section 3.3.1

Part 3, Section 3.3.1 is hereby revised to read:

“As part of the Employee Classification/Actual Billing Rates, in a separate sealed envelope when requested by the City, each Proponent must submit a field audited multiplier (blended multiplier if a JV is proposed). If a field audited multiplier (or blended field audited multiplier if JV is proposed) is not available, Proponent must provide a document, which is notarized, signed by an officer of the respondent containing the following statement:”

“I _____ (Name), title, hereby certify that the multiplier information provided with this Proposal as of _____ (Date) is true and accurate, _____ (signature).”

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. 3

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. 3 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

Attachment No. 1

Questions and Answers

Questions and Answers

1. **Question:** Part II, Section 3.2.3.1 requires the Proponent to “*Identify and provide resumes for the individuals that the Proponent will use to fill the following Key Personnel positions. Note that some of these positions will be assigned from contract inception, while others may be added as program workload demands*”. Following this statement in Section 3.2.3.1.1 there is a listing of 53 potential positions for the contract with no differentiation between key positions and other positions that may be added later in the contract. Could the City please clarify if the Proponent should identify staff and submit resumes for all 53 positions or is it the City’s intent for the Proponent to submit resumes for a small number of key positions defined by the City?

Answer: Proponents should submit resumes for all Fifty Three (53) positions listed. Proponents may submit more "bench strength" resumes for positions above and beyond what is on the organization chart if they choose to do so.

2. **Question:** Part II, Section 4.2 – The City states that the proposal must be single-sided and double-spaced but states that this is not required for resumes, tables, and charts. Does that mean that resumes, tables and charts can be double-sided and single-spaced? Please confirm.

Answer: Yes

3. **Question:** Part IV, Volume II, Forms- After going through the RFP, we conclude that the only form required of subconsultants is Form 1, the Subcontractor Affidavit. Can the City verify which forms are to be submitted by subconsultants?

Answer: Please refer to Item No. 7 on page 1 of Form 1, Illegal Immigration and Reform Act Forms.

4. **Question:** Typically a Program Management Services Agreement requires a Payment Bond equal to the value of the first years not to exceed compensation. Is this an oversight in Appendix B?

Answer: No

5. **Question:** The Renew Atlanta Bond Program website includes an impressive list of projects to be accomplished during the term of the Program Management Team Services term. During the Pre-Proposal Conference Renew Atlanta General Manager indicated that a goal is to have 66% of these projects under Contract during fiscal year 2017. Is there a listing of these fiscal year 2017 projects, their budget and schedules, and has the funding to support these projects been included in the appropriate City of Atlanta fiscal year 2017 encumbrances?

Answer: The work effort referenced is underway through the proper responsibilities of assigned City Staff.

6. **Question:** Given that the concept is for a significant number of projects be completed within the initial three (3) year term of the Agreement, and that the work will be accomplished on a Task Order basis, what incentives can a Proponent offer to a potential staff candidate, given the limited employment opportunity, to ensure the City is acquiring the best possible personnel to support this effort? Does the City contemplate existing Proponent staff seconded to the Program?

Answer: The incentive to be a part of this team and this program resides in two key areas. First, this is extraordinary effort to be included in the transformation of the City of Atlanta's infrastructure and driving the region's economic prosperity through the program. Additionally, successful completion of this program provides the foundation for future investments and additional industry opportunity. The seconded staff is already defined in the existing RFP and may be from the proponent's existing staff, as described in the proponent's staffing response, and may also include future hires as needed.

7. **Question:** In addendum No. 2 the City responded that the minimum qualifications contained in Exhibit A.2 must be met or exceeded. As an example, the Contract Specialist position requires a BS in Business or any related field. For hypothetical purposes, we desire to propose a candidate that does not have a BS degree in Business or related field; however, the candidate has well over ten (10) years' experience as the Manager of Contracts for a Municipal Capital Improvement Program valued at over \$1 billion dollars. The Program has been highly successful and the procurement processes developed by the candidate serves as the standard for the municipality. Can this person be considered as a viable candidate for the Contracts Specialist?

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