

**REQUEST FOR PROPOSALS
FOR
FC-8786, PROGRAM MANAGEMENT TEAM
SERVICES FOR THE RENEW ATLANTA
BOND**



City of Atlanta

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General Manager
Renew Atlanta**

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Chief Procurement Officer
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CITY OF ATLANTA

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February 26, 2016

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta, Department of Procurement (“DOP”), a proposal for **FC-8786, Project Management Team Services for the Renew Atlanta Bond**. The City of Atlanta (the “City”) is soliciting proposals from qualified firms to provide Professional Program Management Team Services (“PMT”) for the implementation and execution of those projects identified in the Renew Atlanta Bond Program.

A **Pre-proposal Conference** will be held on **Friday, March 4, 2016, at 11:00 A.M. EST**, at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 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 Renew Atlanta Bond Team, Office of Contract Compliance and Risk Management available at the conference to discuss this project and to answer any questions. Proponents are **strongly urged** to attend the Pre-proposal Conference.

Proponents will be allowed to submit questions in writing and 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 **Monday, March 7, 2016, at 2:00 P.M. EST**.

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, Friday, March 18, 2016**.

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

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



FC-8786, Program Management Team Services For the Renew Atlanta Bond

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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 your business name, contact person, address, phone number, fax number, email address, and the project number to James E. Crenshaw, Contracting Officer, Senior, at jecrenshaw@atlantaga.gov, 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.

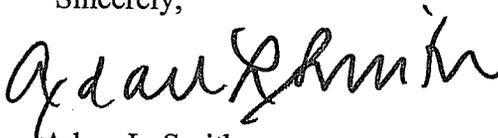
This RFP may be obtained from the Department of Procurement Plan Room, 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, at a cost of \$75.00 per package as of February 26, 2016 between the hours of 8:15 a.m. EDT and 5:00 p.m. EDT, Monday through Friday. Payment for the documents represents production costs; therefore, payment is non-refundable.

If you have any questions regarding this project, please contact James E. Crenshaw, Contracting Officer, Senior at (404) 865-8816 or by email at jecrenshaw@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.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam L. Smith". The signature is written in a cursive style with some loops and flourishes.

Adam L. Smith

ALS/jec

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PART I

INSTRUCTIONS TO PROPONENTS

Part 1: Information and Instructions to Proponents

- 1. Services Being Procured:** This Request for Proposals (“**RFP**”) from qualified proponents (“**Proponent**” or “**Proponents**”) by the City of Atlanta (the “**City**”), on behalf of **Renew Atlanta** seeks to procure the following services (“**Services**”): Professional Program Management Team Services (“**PMT**”) for the implementation and execution of those projects identified in the Renew Atlanta Bond Program. The initial contract term will be for three (3) years with two (2) one (1) year renewal options at the City’s sole discretion.
- 2. Scope of Services:** A more detailed Scope of Services (“**SOS**”) sought in this procurement is set forth in Exhibit A– Scope of Services attached to the Master Professional Services Agreement (“**Services Agreement**”); Contract No. **FC-8786, Program Management Team Services for the Renew Atlanta Bond**, included in this RFP.
- 3. Method of Source Selection:** This procurement is being conducted in accordance with all applicable provisions of the City’s Code of Ordinances, including its Procurement and Real Estate Code and the particular method of source selection for the services sought in this RFP is Code Section 2-1189; Competitive Sealed Proposals. By submitting a Proposal concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City’s Code of Ordinances and Charter, which laws are incorporated into this RFP by reference.
- 4. Minimum Qualification; Authority to Transact Business in Georgia:**
 - 4.1. Each Proponent shall have, within the last ten (10) calendar years, provided program/project control services for a municipal Capital Improvement Program (CIP) at a value not less than \$100,000,000.00 (One Hundred Million Dollars), which is inclusive of design, land acquisition, utilities and other project costs. For the purpose of this RFP, the word “municipal” is inclusive of city, county, parish, township, or some other entity within a state or territory.
 - 4.2. Each Proponent team member (Service Provider Key Personnel) shall have the minimum experience set forth in Part 5 of this RFP.
 - 4.3. Each Proponent must submit with its Proposal documentation that demonstrates it is duly authorized to conduct business in the State of Georgia.
 - 4.4. A Joint Venture is required for this RFP
- 5. No Offer by City; Firm Offer by Proponent:** This procurement does not constitute an offer by City to enter into an agreement and cannot be accepted by any Proponent to form an agreement. This procurement is only an invitation for offers from interested Proponents and no offer shall bind City. A Proponent’s offer is a firm offer and may not be withdrawn except under the rules specified in City’s Code of Ordinances and other applicable law.
- 6. Proposal Deadline:** Your response to this RFP must be received by the City’s Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307, **no later than 2:00 P.M., EST** (as verified by the NIST (National Institute of Standards and Technology) on **Friday, March 18, 2016**. Any Proposal received after this time will not be considered and will be rejected and returned.

- 7. Pre-Proposal Conference:** Each Proponent is highly encouraged to attend the Pre-Proposal Conference scheduled for, **Friday, March 4, 2016 at 11:00 A.M. EST.**, in the Department of Procurement’s Bid Room, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307. Each Proponent must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully investigate the job requirements shall not relieve any Proponent from the responsibility of evaluating the difficulty or cost of successfully performing the Services properly.
- 8. Procurement Questions; Prohibited Contacts:** Any questions regarding this RFP should be submitted in writing to the City’s contact person, Mr. James E. Crenshaw, Contracting Officer, Senior Department of Procurement, 55 Trinity Avenue, SW, Suite 1790, Atlanta, Georgia 30303-0307, by fax (404) 739-4875 or e-mail jecrenshaw@atlantaga.gov **on or before Monday, March 7, 2016 at 2:00 P.M. EST.** Questions received after the designated period may not be considered. Any response made by the City will be provided in writing to all Proponents by addendum. It is the responsibility of each Proponent to obtain a copy of any addendum issued for this procurement by monitoring the City’s website at <http://www.atlantaga.gov/procurement> and its Department of Procurement’s Plan Room which is open during posted business hours, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303. No Proponent may rely on any verbal response to any question submitted concerning this RFP. All Proponents and representatives of any Proponent are strictly prohibited from contacting any other City employees or any third-party representatives of the City on any matter having to do with this RFP. All communications by any Proponent concerning this RFP must be made to the City’s contact person, or any other City representatives designated by the Chief Procurement Officer in writing.
- 9. Ownership of Proposals:** Each Proposal submitted to the City will become the property of the City, without compensation to a Proponent, for the City’s use, in its discretion.
- 10. Georgia Open Records Act:** Information provided to the City is subject to disclosure under the Georgia Open Records Act (“**GORA**”). Pursuant to O.C.G.A. § 50-18-72(a)(34), “[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]”
- 11. Insurance and/or Bonding Requirements:** The Insurance and/or Bonding requirements for any Agreement that may be awarded pursuant to this RFP are set forth in Appendix B- Insurance and Bonding Requirements attached to the Services Agreement included in this RFP.
- 12. Applicable City OCC Programs:** The City’s Office of Contract Compliance (“**OCC**”) Programs applicable to this procurement are set forth in Appendix A; Office of Contract Compliance Submittals, attached to the Services Agreement included in this RFP. By submitting a Proposal in response to this procurement, each Proponent agrees to comply with such applicable OCC Programs.

Prime contractors must ensure that non-discriminatory practices are utilized to enter into a joint venture (JV) agreement with at least one certified minority or female business enterprise (M/FBE) in accordance with the City of Atlanta's EBO Ordinance.

Additionally, the prime JV team must subcontract 18.1% of the total contract to certified minority business enterprises (MBE) and 8.3% of the total contract to certified female business enterprises (FBE). A prime JV team may satisfy the 18.1% AABE, APABE and HABE subcontractor participation goal by utilizing one or more certified AABE, APABE or HABE firm totaling the 18.1%. It is not a requirement to utilize an M/FBE firm from all three categories. Moreover, the JV minority partner can self-perform some of the sub-consultant work and receive participation credit.

13. Evaluation of Financial Information: The City's evaluation of financial information concerning a Proponent and its consideration of such information in determining whether a Proponent is responsive and responsible may involve a review of several items of information required to be included in a Proposal. The City will review the information included in **Form 3; Proponent Financial Disclosure** attached to this RFP and any additional information required on that form to be included in a Proposal. Further, if this RFP requires the provision of a Payment Bond and/or Performance Bond if an Agreement is awarded, the City will review the information included in **Form 4.2; Certification of Bonding Ability** indicating that the financial capacity of the Proponent is such that the insurer(s)/surety(ies) is/are willing to issue insurance and Payment and Performance Bonds for the Proponent if an Agreement is awarded to it. Further, if this RFP requires a successful Proponent that is awarded an Agreement pursuant to this procurement to post some other type of performance guarantee (e.g. letter of credit, guaranty agreement, etc.), a Proponent must submit with its Proposal a notarized letter from an appropriate financial institution (e.g. bank) indicating that it is willing to issue such performance guarantee for the Proponent if an Agreement is awarded to it.

14. Special Rules Applicable to Evaluation of Proposals: A Proponent may be required to submit, in writing, the addresses of any proposed subcontractors or equipment manufacturers listed in the Proposal and to submit other material information relative to proposed subcontractors. The City reserves the right to disapprove any proposed subcontractors whose technical or financial ability or resources or whose experience are deemed inadequate.

15. Examination of Proposal Documents:

15.1. Each Proponent is responsible for examining, with appropriate care, the complete RFP and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Proponent, who is deemed to have included all costs for performance of the Services in its Proposal.

Each Proponent shall promptly notify the City in writing should the Proponent find discrepancies, errors, ambiguities or omissions in the Proposal Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFP. Replies to such notices may be made in the form

of an addendum to the RFP, which will be issued simultaneously to all potential Proponents who have obtained the RFP from City.

15.2. The City may, in accordance with applicable law, by addendum, modify any provision or part of the RFP at any time prior to the Proposal due date and time. The Proponent shall not rely on oral clarifications to the RFP unless they are confirmed in writing by the City in an issued addendum.

15.3. Each Proponent must confirm Addenda have been received and acknowledge receipt by executing Form 5; Acknowledgment of Addenda attached to this RFP at Part 4.

16. Oral Presentations and Demonstrations: All responsive Proponents may be required to make an oral presentation of their proposed solution to the City's Evaluation Committee. The Key Personnel (or some group thereof) as identified in the Proponent's proposal must be active participants in the oral presentation. The Proponent's presentation should focus on an understanding of the capabilities of the proposed solution. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion.

17. Cancellation of Solicitation: This solicitation may be cancelled in accordance with the City's Code of Ordinances.

18. Award of Agreement; Execution: If the City awards an Agreement pursuant to this procurement, the City will prepare and forward to the successful Proponent an Agreement for execution substantially in the form included in this RFP.

19. Illegal Immigration Reform and Enforcement Act: This RFP is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA" or "the Act"). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSCIA. Pursuant to the Act, the Proponent must provide with its Proposal proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. A completed Contractor Affidavit (**Form 1**), set forth in Part 4; Illegal Immigration Reform and Enforcement Act Forms, must be submitted on the top of Volume II of the Proposal at the time of submission, prior to the time for opening the Proposal. Under state law, the City cannot consider any Proposal which does not include completed forms. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit (**Form 1**) on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (**Form 1**). It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>.

Additional information on completing and submitting the Contractor Affidavit (**Form 1**) precedes the Affidavit.

- 20. Multiple Awards:** The City reserves, at its sole discretion, the option to award to multiple Proponents. Multiple awards may be made on the total SOS or components of the SOS.
- 21. Conflict of Interest: *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 sub-consultant or subcontractor on the Renew Atlanta Bond Program will require that sub-consultant 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 written request to the Renew Atlanta General Manager or designee. A determination about a written request for a waiver shall reside solely within the discretion of the Renew Atlanta General Manager or his/her designee.
- 22. Other Solicitations:** The City reserves the right to issue RFPs for other on-demand professional services, including generically-defined projects or groups of projects.
- 23. Cost Proposal: 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.

PART II

CONTENTS OF PROPOSALS

Part 2: Contents of Proposals/Required Submittals

1. **General Contents of Proposals:** A Proponent must submit a complete Proposal in response to this RFP in the format specified in this RFP; no other format will be considered. A Proposal will consist of two (2) separate documents:

- 1.1. Informational Proposal.

2. **Informational Proposal:** An Informational Proposal is comprised of two (2) sources of information:

- 2.1. Volume I, information drafted and provided by a Proponent; and
- 2.2. Volume II, information provided by a Proponent on forms provided by the City (or required to be created by a Proponent) in this RFP.

The Informational Proposals must be tabbed as indicated to reflect the sections listed in the below Outline.

3. **Information Required to Be Included in Informational Proposal:**

- 3.1. Summary: The following is a summary of information required to be contained in an Informational Proposal:

- 3.1.1. Information Drafted and Provided By a Proponent: This information should be included in **Volume I** of the Proposal:

- 3.1.1.1. Executive Summary;
- 3.1.1.2. Organizational Structure/Organization Chart;
- 3.1.1.3. Overall Experience, Qualifications and Performance on of the Prime Firm and Sub Consultants
- 3.1.1.4. Experience and Qualifications of Project Personnel;
- 3.1.1.5. Management Plan;
- 3.1.1.6. Quality Control Approach; and
- 3.1.1.7. Project Controls Plan.

- 3.1.2. Information Provided by a Proponent on Forms Provided by the City: This information should be included in **Volume II** of the Proposal:

- 3.1.2.1. Forms attached to this RFP at Part 4: This information should be included in **Volume II** of the Proposal:

- 3.1.2.1.1. Form 1; Georgia Illegal Immigration Reform and Enforcement Act (IIREA) Form;
- 3.1.2.1.2. Form 2; Contractor Disclosure Form and Questionnaire;
- 3.1.2.1.3. Form 3; Proponent Financial Disclosure;
- 3.1.2.1.4. Form 4.1; Certification of Insurance Ability;
- 3.1.2.1.5. Form 4.2; N/A
- 3.1.2.1.6. Form 5; Acknowledgment of Addenda;
- 3.1.2.1.7. Form 6; Respondent Contact Directory;
- 3.1.2.1.8. Form 7; Reference List;
- 3.1.2.1.9. Form 8; N/A

- 3.1.2.1.10. Form 9; Required Submittal Checklist;
- 3.1.2.1.11. Appendix A; Office of Contract Compliance Submittals; and
- 3.1.2.1.12. Authority to Transact Business in the State of Georgia.

NOTE: Every space on every form must be completed. If the form requires a Notary, please comply. Failure to complete each form as required may deem you non-responsive. If there are any questions regarding any form, it is strongly recommended that you submit your question(s) to the Contracting Officer listed in the RFP prior to the deadline for submitting questions.

3.1.2.2. Forms attached to Services Agreement attached to this RFP at Part 5:

- 3.1.2.2.1. Exhibit A.1- Proposal Fee Schedule (**This should be included in a separate sealed envelope and labeled “Proposal Fee Schedule”**);
- 3.1.2.2.2. Appendix A; City’s OCC Programs; Office of Contract Compliance Submittals;

3.2. Information Requirements Details: The following is a more detailed summary of the requirements of certain portions of the Informational Proposal. Each Outlined Item should be included in your Proposals and tabbed as indicated:

3.2.1. Executive Summary – 6 page maximum (Tab in Volume I)

3.2.1.1. Cover Letter: The executive summary must include a letter with the Proponent’s name, address, telephone number and fax number, signed by a person authorized to act on behalf of the Proponent. The letter should also include the name, title, address, e-mail address, telephone number and fax number of the person signing the letter and the name, title, address, e-mail address, telephone number and fax number of one (1) contact person to whom all future correspondence and/or communications may be directed by the City concerning this procurement, if that person is different from the person executing the letter. The letter should also designate the type of business entity that proposes to enter into a Contract with the City and the identity of any other business entities that will comprise the Proponent and include a brief history of the Proponent and statement of the Proponent’s approach to providing the services solicited in this RFP.

3.2.1.2. Detailed Executive Summary: The purpose of the Detailed Executive Summary is to provide an overview of the Proponent’s qualifications to accomplish the project. At a minimum, the Detailed Executive Summary must contain the following information:

3.2.1.2.1. Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, email address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;

- 3.2.1.2.2. The general and specific capabilities and experience of the Proponent's Team related to the successful completion of Capital Improvement Projects/Programs. Each Proponent must identify examples where team members have worked together to complete a project. Discuss how the team was formed and how the team will function as an integrated unit in providing services to the City; Discuss specific successful project management experience using alternative project delivery methods such as Design-Build and Construction Manager at Risk, as well as experience in performing constructability analysis, value engineering, and including end-users in planning and design decisions.
- 3.2.1.2.3. A description of the Proponent's plan for complying with the City's EBO goals. This section should include detailed information regarding the essential subcontractors/ sub-consultants the Proponent intends to use and should indicate the roles and responsibilities these firms will be assigned. Each Proponent must provide a letter from each essential subcontractor/sub-consultant indicating that the firm concurs with the role and responsibility Proponent has described; (Sub-consultant letters are excluded from the 6 page maximum limit) and
- 3.2.1.2.4. Litigation Disclosure Statement. A declarative statement as to whether the Proponent or any member of the Proponent's team has an open dispute with the City or is involved in any litigation associated with work in progress or completed work in either the private or public sector during the past five (5) years. If the Litigation Disclosure exceeds ten (10) pages, provide the disclosure on a compact disk(CD).

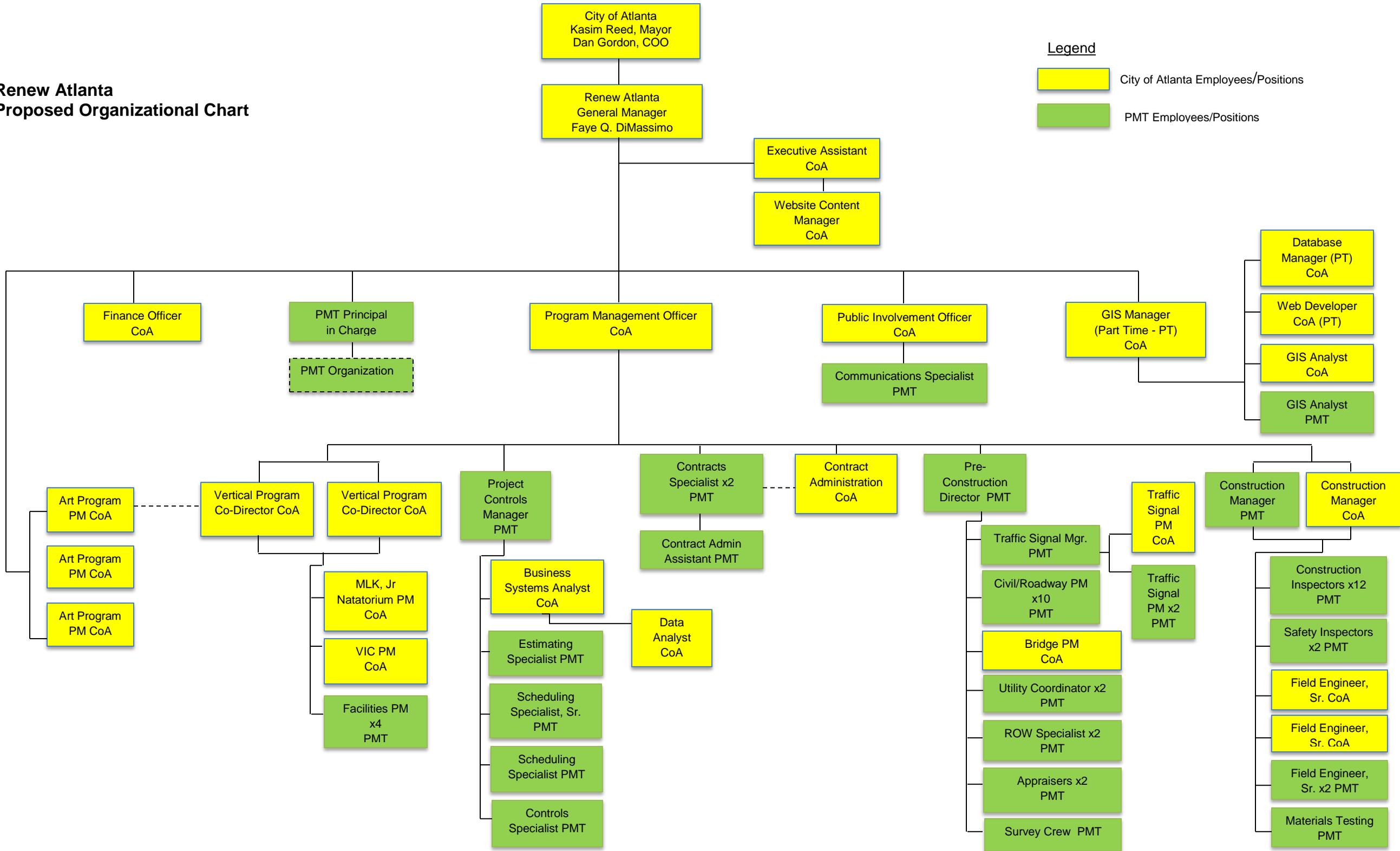
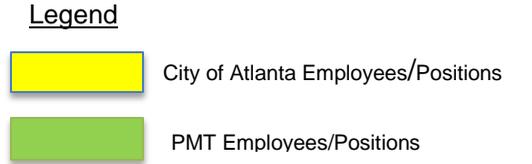
3.2.2. Organizational Structure/Organizational Chart – 10 page maximum, 11x17 size paper allowed for charts (Tab in Volume I): The Proponent's Organizational Structure Section of the Proposal should consist of Chart(s)/information. Charts must contain the following information:

- 3.2.2.1. Proponents must provide a duplicate organizational chart to the one included below, which indicates staff augmentation personnel to support an integrated structure. The organization chart must include names of the proposed candidates to fill the functions anticipated to be needed. These functions are as shown on the organizational structure included below, and as further described in Section 3.2.3 on Personnel. Please further indicate whether these individuals are JV personnel or from key sub-consultants.
- 3.2.2.2. 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.

- 3.2.2.3. Also provide a description of the Proponent’s Management organization in narrative format. The narrative should provide a description of the Proponents’ views on how it will provide the Services, as well as describe the relationship of its key personnel to that of the Principal-in-Charge and other key members of the management team. Describe how this organization will facilitate managing the Services requested and how an efficient flow of information will be realized to ensure all services are fully coordinated within the organization.

Renew Atlanta Proposed Organizational Chart



3.2.3. Experience and Qualifications of Project Personnel – Resumes 3 page maximum per each (Tab in Volume I):

3.2.3.1. 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.

3.2.3.1.1. Program Management Team Services

- 3.2.3.1.1.1. PMT Principal-in-Charge
- 3.2.3.1.1.2. Construction Manager
- 3.2.3.1.1.3. Pre-Construction Director
- 3.2.3.1.1.4. Project Controls Manager
- 3.2.3.1.1.5. Estimating Specialist
- 3.2.3.1.1.6. Scheduling Specialist, Sr.
- 3.2.3.1.1.7. Scheduling Specialist
- 3.2.3.1.1.8. Contracts Specialist
- 3.2.3.1.1.9. Project Controls Specialist
- 3.2.3.1.1.10. Facilities Project Managers (x4)
- 3.2.3.1.1.11. Civil/Roadway Project Managers (x10)
- 3.2.3.1.1.12. Traffic Signal Engineering Manager
- 3.2.3.1.1.13. Traffic Signal Project Managers (x2)
- 3.2.3.1.1.14. Contracts Administrative Assistant
- 3.2.3.1.1.15. Construction Inspectors (x12)
- 3.2.3.1.1.16. Utility Coordinators (x2)
- 3.2.3.1.1.17. Right of Way Specialists (x2)
- 3.2.3.1.1.18. Appraiser Level 5
- 3.2.3.1.1.19. Appraiser Level 4
- 3.2.3.1.1.20. GIS Analyst
- 3.2.3.1.1.21. Two-Man Survey Crew
- 3.2.3.1.1.22. Safety Inspectors (x2)
- 3.2.3.1.1.23. Construction Materials Testing Leader
- 3.2.3.1.1.24. Field Engineers, Sr. (x2)
- 3.2.3.1.1.25. Communications Specialist

3.2.3.2. Selected Personnel/Position Descriptions:

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 JV. 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.

- 3.2.3.2.2. Construction Manager – The Construction Manager shall report to the Renew Atlanta General Manager or designee, and shall be responsible for all construction management activities on the Program. All field engineers and inspectors and safety personnel shall report to the construction manager.
- 3.2.3.2.3. Pre-Construction Director – The Pre-Construction Director shall be an individual who will be responsible for leading the pre-construction process by managing the various assigned Project Managers and ensuring that there is a consistency of direction on all project processes and project matters. The Pre-Construction Director will report directly to the Program Management Officer and advise on all matters related to planning and design, such as appropriateness of fees, defining and refining scopes of work, and prioritizing projects and resources. This individual will work closely with the Contract Specialist, Project Controls Manager and Construction Manager to ensure accountability and quality control throughout the life of the program and the individual projects.
- 3.2.3.2.4. Estimating Specialist – The Estimating Specialist performs supervisory cost estimating, conceptual cost and budget planning, and cost impact analyses. Develops the capability and supervises the preparation of construction cost estimates for all disciplines, and has full responsibility for directing, supervising, and reviewing the work of others. Reviews estimates for adequacy, uniformity and completeness. Evaluates vendor quotes, bid information and change orders. Interacts with client and upper level management. Acts as staff advisor to the Construction Managers and Project Managers for all cost estimating issues.
- 3.2.3.2.5. Project Controls Manager – The Project Controls Manager is responsible to plan and direct all aspects of the Renew Atlanta Bond Program controlling functions. These functions include assisting in establishing and maintaining the program's control principles, practices, and procedures.
- 3.2.3.2.6. Scheduling Specialist, Sr. and Scheduling Specialist - The Scheduling Specialist, Sr. and Scheduling Specialist are responsible for the overall management and execution of the scheduling component of the Project Control services which includes related cost loading, cost status reporting, cash flow projections, task/confirmation lists, claims analysis, overall

assessment of the program status and periodic reports for oversight management and field coordination. In addition, the scheduling manager is responsible for monitoring schedule updates by project contractors to insure compliance with contract requirements; to insure proper documentation and filing of schedules and to analyze the project for schedule problems that the project contractors may not have recognized.

- 3.2.3.2.7. Project Controls Specialist – The Project Controls Specialist is responsible for assisting the Project Managers, Project Controls Manager, and/or Management with many facets of project execution from set up to close out.
- 3.2.3.2.8. Contracts Specialist – The Contracts Specialist is responsible for providing construction contracting technical assistance to Renew Atlanta to bridge the design and procurement processes and ensure consistency within the entire Project Specifications booklet; this individual is expected to have strong construction contracting expertise.
- 3.2.3.2.9. Civil/Roadway Project Manager – The Civil Project Manager plans, directs and coordinates activities of civil/roadway programs to ensure that goals and objectives of projects are accomplished within prescribed time frame and funding parameters.
- 3.2.3.2.10. Facilities Project Manager – The Facilities Project Manager plans, directs and coordinates activities of facility (vertical) projects to ensure that goals and objectives of projects are accomplished within prescribed time frame and funding parameters.
- 3.2.3.2.11. Traffic Signals Engineering Manager and Traffic Signal Project Managers– The Traffic Signals Manager and Project Managers plan, direct and coordinate activities of traffic signal and signal communication projects to ensure that goals and objectives of projects are accomplished within prescribed time frame and funding parameters.
- 3.2.3.2.12. Field Engineer, Senior – The Senior Field Engineer monitors and inspects daily construction activity to ensure compliance to plans, specifications, and construction methods.
- 3.2.3.2.13. Contracts Administrative Assistant – The Contracts Administrative Assistant provides a variety of clerical and administrative tasks to support the Contracts Specialists and Contracts Administrator.

3.2.3.2.14. Other Required Positions – Construction Inspectors, Safety Inspectors, GIS Analyst, Right of Way Specialists, Communications Specialist, Appraisers, Utility Coordinators, Construction Materials Testing Leader, Two Man Survey Crew

3.2.3.3. Resumes no more than three (3) pages and should be organized as follows:

3.2.3.3.1. Name and Title;

3.2.3.3.2. Professional Background;

3.2.3.3.3. Current and Past Relevant Employment;

3.2.3.3.4. Education;

3.2.3.3.5. Licenses and Certifications;

3.2.3.3.6. List of (3) Relevant projects, including:

- client name;
- project description;
- project value;
- role of the individual;
- the original contract schedule to start and complete the project;
- the actual start and completion dates of the project; and
- reference contact.

3.2.3.3.7. Submission of these names constitutes a commitment to use these individuals if the Proponent is selected, and changes may be made only with the prior written consent of the City. In the event there is a need to replace key team members during the course of the project, Proponent must describe its back-up personnel plan.

3.2.3. Overall Experience, Qualifications and Performance of the Prime Firm and sub-consultants – 20 page maximum (Tab in Volume I):

3.2.4.1. Describe the Proponent's experience and qualifications in program management services as widely described in the Scope of Services and as may be more fully described in a Task Order. Proponent must provide a narrative description of three (3) projects and a maximum of six (6) projects in total, from programs of similar nature to the Renew Atlanta Bond Program, demonstrating capability and qualifications in all areas identified below:

- 3.2.4.2. Provide specific experience in Capital Improvement Programs at a municipal, county or state level;
 - 3.2.4.2.1. Project Management, both vertical and horizontal project types, including the use of alternative project delivery methods, such as Design-Build;
 - 3.2.4.2.2. Managing Pre-Construction Services (Planning, Design, etc.), including performing constructability analysis, value engineering, and the inclusion of end-users (e.g. Maintenance Department) in planning and design decisions
 - 3.2.4.2.3. Project Controls Services;
 - 3.2.4.2.4. Cost Estimating and Scheduling Services;
 - 3.2.4.2.5. Preparation, Assembling, Coordination and Quality Control Reviews of Complete Project Specifications, including specific experience in preparation and implementation using Design-Build project delivery terms and conditions;
 - 3.2.4.2.6. Construction Management, Safety Monitoring, Field Engineering and Construction Inspection services;
 - 3.2.4.2.7. Utility Coordination;
 - 3.2.4.2.8. Communications and Public Outreach
- 3.2.4.3. Provide experience in the following “on-call” services:
 - 3.2.4.3.1. Construction Materials Quality Assurance Testing services.
 - 3.2.4.3.2. Surveying to Support Design and Construction
 - 3.2.4.3.3. GIS Support Services
 - 3.2.4.3.4. Right of Way/Land Acquisition/Appraisal services
- 3.2.4.4. A minimum of two (2) of the selected projects must demonstrate the proponent’s experience and qualifications to oversee the implementation a program of both transportation and facility project types \$100,000,000.00 (One Hundred Million Dollars) or more as described in Scope of Services.

3.2.5. **Management Plan – 15 page maximum (Tab in Volume I):** Based on the Proponent’s Organizational structure, describe how the Proponent will manage the Services, specifically addressing the following:

- 3.2.5.2. Proponent’s approach to team leadership;
- 3.2.5.3. How the Proponent will:
 - 3.2.5.3.1. ensure proper communications among pertinent project team members;
 - 3.2.5.3.2. assure the City that the Scope of Services will be kept within any established time and budget constraints;
 - 3.2.5.3.3. establish and maintain the necessary cooperative relationships;
 - 3.2.5.3.4. coordinate all necessary project activities within that team relationship;
 - 3.2.5.3.5. Ability to quickly react to increasing / decreasing needs and depth / strengths to meet Renew Atlanta’s requirements; and
 - 3.2.5.3.6. Proponent’s proposed method to:
 - 325361. Identify and resolve issues during the project

duration; and
325362. Make critical decisions.

3.2.6. **Quality Control Approach – 10 page maximum (Tab on Volume 1):** Describe the Proponent’s approach and program for ensuring quality control and communication within its own team structure, in consideration of the teaming of companies for this assignment. Further describe how this internal quality control initiation will translate into quality control for Services provided to the City.

3.2.7. **Project Controls Plan (Tab in Volume 1):** Describe the Proponent’s approach and plan for monitoring and controlling program resources to ensure that projects are delivered on Time, in Budget and within Scope.

3.2.7.2. Provide a fully developed project controls approach -10 page maximum.

3.3. **Proposal Fee Schedule.** Each Proponent must submit a list of billing rates in a separate sealed envelope using the form provided by the City at Part 5: Services Agreement: Exhibit A.1: Employee Classifications / Actual Billing Rates for the identified key persons. The Billing Rates must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent’s Proposal. The Billing Rates shall serve as the baseline for final fee negotiation with the City and be based on the audited field overhead / multiplier rates included in section 4.3.1 below. (Submit one (1) stamped “Original” and seven (7) copies in a separate envelope). The billing rate is not a factor in the selection criteria, and therefore, will not be used in evaluating the Proposals or determining the successful Proponent.

3.3.1. **Multiplier:** As part of the Employee Classification/Actual Billing Rates, in a separate sealed envelope, each Proponent must submit a JV blended field audited multiplier to be utilized for personnel assigned full time in the Proposal. If a JV blended field audited multiplier 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).”

4. Submission of Proposals:

4.1. A Proposal must be submitted in sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: **FC-8786, Program Management Team Services For The Renew Atlanta Bond**, and the time and date specified for receipt. The name and address of the Proponent must also be clearly printed on the outside envelope or package. All Proposals must be submitted to:

**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**

- 4.2. A Proponent is required to submit one (1) original, marked “Original” and seven (7) copies of its Informational Proposal. Volume One and Volume Two must be provided in separate binders. Each Informational Proposal must be submitted on 8½” x 11” single-sided, double-spaced, typed pages (not required for resumes, tables and charts), using 12–point font size and such pages must be inserted in a standard three-hole ring binder. Ten (10) point Times New Roman font will be allowed for graphics and charts. Each Informational Proposal must contain an index and separate sections for the information requirements set forth in this RFP, as well as for the forms required to be submitted.

In addition to the hard copy submission, each Proponent must submit two (2) digital versions of its Proposal in Adobe Portable Document Format (PDF) on compact disk (CDs). CD One (1) version should be a duplicate of the hard copy of the Proposal with no deviations in order or layout of the hard copy proposal. CD Two (2) version should be a redacted version of the hard copy Proposal. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.

The City assumes no liability for differences in information contained in the Proponent’s printed Proposal and that contained on the CDs. In the event of a discrepancy, the City will rely upon the information contained in the Proponent’s printed material (Hard Copy). Each CD should be labeled with the Project Number, Project Name, and the CD Number.

- 4.3. A Proponent is required to submit, in a separate, sealed envelope, clearly marked “Cost Proposal”, one (1) original, marked “Original” and seven (7) copies of its Cost Proposal with its Information Proposal. This sealed envelope is separate from the Volume One and Volume Two binders.

5. Responsiveness and responsibility for each Proponent can be observed as the following:

- A. The responsiveness of a Proponent is determined by, but not limited to, the following:
1. A timely and effective delivery of all services, materials, documents, and/or other information required by the City;
 2. The completeness of all material, documents and/or information required by the City; and
 3. The notification of the City of methods, services, supplies and/or equipment that could reduce cost or increase quality.
- B. The responsibility of a Proponent is determined by, but not limited to, the following:
1. The ability, capacity and skill of the Proponent to perform the Agreement or provide the Work required;
 2. The capability of the Proponent to perform the Agreement or provide the Work promptly, or within the time specified without delay or interference;
 3. The character, integrity, reputation, judgment, experience and efficiency of the Proponent;

4. The quality of performance of previous contracts or work;
5. The previous existing compliance by the Proponent with laws and ordinances relating to the Agreement or Work;
6. The sufficiency of the financial resources and ability of the Proponent to perform Agreement for providing the Work;
7. The quality, availability and adaptability of the supplies or contractual Work to the particular use required; and
8. The successful Proponent shall assume full responsibility for the conduct of his agents and/or employees during the time such agents or employees are on the premises for the purpose of performing the Work herein specified.

6. The City will carefully evaluate the responsiveness and responsibility of each Proponent. The selection criteria shall include but not be limited to, those factors contained in subsection 2-1188(k) of the City of Atlanta Code of Ordinances; and the following (the responsibility is solely on the Proponent to adhere to all evaluation factors as outlined in the City of Atlanta Code of Ordinances).

PART III

EVALUATION OF PROPOSALS

Part 3: Evaluation of Proposals

All Proposals will be evaluated in accordance with the City's Code of Ordinances and the criteria specified on the Percentage Evaluation Form and considering the information required to be submitted in each Proposal. An Evaluation Committee will review the Proposals in accordance with this RFP.

Program and Construction Management Support Services will be evaluated using the following Evaluation Form:

RELATIVE WEIGHT	GRADED ITEM	SCORE
5%	Executive Summary	
5%	Organizational Structure/Organization Chart	
20%	Overall Experience, Qualifications and Performance of the Prime Firm and Sub Consultants	
20%	Experience and Qualifications of Key/Supplemental Personnel	
5%	Management Plan	
10%	Quality Control Approach	
10%	Project Controls Plan	
15%	OCC Programs	
10%	Financial Capability	
100%	TOTAL SCORE	

PART IV

REQUIRED SUBMITTALS

Required Submittal (FORM 1)

Illegal Immigration Reform and Enforcement Act Forms (Page 1 of 3)

INSTRUCTIONS TO PROPONENTS:

All Proponents must comply with the Illegal Immigration Reform and Enforcement Act of 2011, O.G.G.A § 13-10-90, et seq. (IIREA). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSICA. Proponents must familiarize themselves with IIREA and are solely responsible for ensuring compliance. Proponents must not rely on these instructions for that purpose. They are offered only as a convenience to assist Proponents in complying with the requirements of the City's procurement process and the terms of this RFP.

1. The attached Contractor Affidavit must be filled out COMPLETELY and submitted with the Proposal prior to Proposal due date.
2. The Contractor Affidavit must contain an active Federal Work Authorization Program (E-Verify) User ID Number and Date of Registration.
3. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit.

Example 1, ABC, Inc. and XYZ, Inc. form and submit a Proposal as Happy Day, LLC. Happy Day, LLC must enroll in the E-verify program and submit a single Contractor Affidavit in the name of Happy Day, LLC which includes the Federal Work Authorization User ID Number issued to Happy Day, LLC.

Example 2, ABC, Inc. and XYZ, Inc. execute a joint venture agreement and submit a Proposal under the name Happy Day, JV. If, based on the nature of the JV agreement, Happy Day, JV. is not required to obtain an Employer Identification Number from the IRS, the Proposal submitted by Happy Day, JV must include both a Contractor Affidavit for ABC, Inc. and a Contractor Affidavit for XYZ, Inc.

4. All Contractor Affidavits must be executed by an authorized representative of the entity named in the Affidavit.
5. All Contractor Affidavits must be duly notarized.
6. All Contractor Affidavits must be submitted with the Proponent's Response to the RFP.
7. Subcontractor and sub-subcontractor affidavits are not required at the time of proposal submission, but will be required at contract execution or in accordance with the timelines set forth in IIREA.

Required Submittal (FORM 1)

Illegal Immigration Reform and Enforcement Act Forms (Page 2 of 3)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor: _____

Name of Project: FC-8786, Program Management Team Services for the Renew Atlanta Bond

Name of Public Employer: City of Atlanta

I hereby declare under penalty of perjury that the forgoing is true and correct.

Executed on _____, _____, 20__ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE ____, DAY OF _____, 20__

NOTARY PUBLIC
My Commission Expires: _____

Required Submittal (FORM 1)

Illegal Immigration Reform and Enforcement Act Forms (Page 3 of 3)

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (_____ (name of contractor)) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor: _____

Name of Project: FC-8786, Program Management Team Services for the Renew Atlanta Bond

Name of Public Employer: City of Atlanta

I hereby declare under penalty of perjury that the forgoing is true and correct.

Executed on _____, _____, 20__ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE ____, DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires: _____

Required Submittal (FORM 2)
Contractor Disclosure Form (Page 1 of 7)

DEFINITIONS FOR THE PURPOSES OF THIS DISCLOSURE AFFIDAVIT

“Affiliate”	Any legal entity that, directly or indirectly through one of more intermediate legal entities, controls, is controlled by or is under common control with the Respondent or a member of Respondent.
“Contractor”	Any person or entity having a contract with the city.
“Control”	The controlling entity: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled entity, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty one (51%) or more of any class of voting or equity interests in the controlled entity.
“Respondent”	Any individual or entity that submits a proposal in response to a solicitation. If the Respondent is an individual, then that individual must complete and sign this Disclosure Affidavit where indicated. If the Respondent is an entity, then an authorized representative of that entity must complete and sign this Disclosure Affidavit where indicated. If the Respondent is a newly formed entity (formed within the last three years), then an authorized representative of that entity must complete and sign this Disclosure Affidavit where indicated, and each of the members or owners of the entity must also complete and sign separate Disclosure Affidavits where indicated.

Instructions: Provide the following information for the entity or individual completing this Statement (the “Individual/Entity”).

A. Basic Information:

1. Name of Individual/Entity responding to this solicitation:

2. Name of the authorized representative for the responding Entity:

B. Individual/Entity Information:

1. Principal Office Address:
2. Telephone and Facsimile Numbers:
3. E-Mail Address:
4. Name and title of Contact Person for the Individual/Entity:
5. Is the individual/Entity authorized to transact business in the state of Georgia?

Yes (Attach Certificate of Authority to transact business in Georgia from Georgia Secretary of State.)

No

Required Submittal (FORM 2)
Contractor Disclosure Form (Page 2 of 7)

C. Questionnaire

If you answer "YES" to any of the questions below, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your Proposal.

1. Please describe the general development of the Respondent's business during the past ten (10) years, or such shorter period of time that the Respondent has been in business.

2. Are there any lawsuits, administrative actions or litigation to which Respondent is currently a party or has been a party (either as a plaintiff or defendant) during the past ten (10) years based upon fraud, theft, breach of contract, misrepresentation, safety, wrongful death or other similar conduct? **YES** **NO**

3. If "yes" to question number 2, were any of the parties to the suit a bonding company, insurance company, an owner, or otherwise? If so, attach a sheet listing all parties and indicate the type of company involved. **YES** **NO**

4. Has the Respondent been charged with a criminal offense within the last ten (10) years? **YES** **NO**

5. Has the Respondent received any citations or notices of violation from any government agency in connection with any of Respondent's work during the past ten (10) years (including OSHA violations)? Describe any citation or notices of violation which Respondent received. **YES** **NO**

6. Please state whether any of the following events have occurred in the last ten (10) years with respect to the Respondent. If any answer is yes, explain fully the circumstances surrounding the subject matter of the affirmative answer:

(a) Whether Respondent, or Affiliate currently or previously associated with Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors? **YES** **NO**

(b) Whether Respondent was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining Respondent from engaging in any type of business practice? **YES** **NO**

(c) Whether Respondent was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Respondent which directly arose from activities conducted by Respondent. **YES** **NO**

Required Submittal (FORM 2)
Contractor Disclosure Form (Page 3 of 7)

7. Has any employee, agent or representative of Respondent who is or will be directly involved in the project, in the last ten (10) years:

(a) directly or indirectly, had a business relationship with the City?

YES **NO**

(b) directly or indirectly, received revenues from the City?

YES **NO**

(c) directly or indirectly, received revenues from conducting business on City property or pursuant to any contract with the City?

YES **NO**

8. Whether any employee, agent, or representative of Respondent who is or will be directly involved in the project has or had within the last ten (10) years a direct or indirect business relationship with any elected or appointed City official or with any City employee?

YES **NO**

9. Whether Respondent has provided employment or compensation to any third party intermediary, agent, or lobbyist to directly or indirectly communicate with any City official or employee, or municipal official or employee in connection with any transaction or investment involving your firm and the City?

YES **NO**

10. Whether Respondent, or any agent, officer, director, or employee of your organization has solicited or made a contribution to any City official or member, or to the political party or political action committee within the previous five (5) years?

YES **NO**

11. Has the Respondent or any agent, officer, director, or employee been terminated, suspended, or debarred (for cause or otherwise) from any work being performed for the City or any other Federal, State or Local Government?

YES **NO**

12. Has the Respondent, member of Respondent's team or officer of any of them (with respect to any matter involving the business practice or activities of his or her employer been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

YES **NO**

13. Please identify any Personal or Financial Relationships that may give rise to a conflict of interest as defined below [*Please be advised that you may be ineligible for award of contract if you have a personal or financial relationship that constitutes a conflict of interest that cannot be avoided*]:

(a) Personal relationships: executives, board members and partners in firms submitting offers must disclose familial relationships with employees, officers and elected officials of the City of Atlanta. Familial relationships shall include spouse, domestic partner registered under section 94-133, mother, father, sister, brother, and natural or adopted children of an official or employee.

YES **NO**

(b) Financial relationships: Respondent must disclose any interest held with a City employee or official, or family members of a City employee or official, which may yield, directly or indirectly, a monetary or other material benefit to the Respondent or the Respondent's family members. Please describe:

YES **NO**

Required Submittal (FORM 2)
Contractor Disclosure Form (Page 4 of 7)

D. REPRESENTATIONS

Anti-Lobbying Provision. All respondents, including agents, employees, representatives, lobbyists, attorneys and proposed partner(s), subcontractor(s) or joint venturer(s), will refrain, under penalty of the respondent's disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process.

Certification of Independent Price Determination/Non-Collusion. Collusion and other anticompetitive practices among offerors are prohibited by city, state and federal laws. All Respondents shall identify a person having authority to sign for the Respondent who shall certify, in writing, as follows:

“I certify that this bid proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. By signing this document, I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent/Offeror.”

Certify Satisfaction of all Underlying Obligations. (If Applicable) If a Contract is awarded through this solicitation, then such Contractor should know that before final payment is made to a Contractor by the City, the Contractor shall certify to the City in writing, in a form satisfactory to the City, that all subcontractors, materialmen suppliers and similar firms or persons involved in the City contract have been paid in full at the time of final payment to the Contractor by the City or will be paid in full utilizing the monies constituting final payment to the Contractor.

Confidentiality. Details of the proposals will not be discussed with other respondents during the selection process. Respondent should be aware, however, that all proposals and information submitted therein may become subject to public inspection following award of the contract. Each respondent should consider this possibility and, where trade secrets or other proprietary information may be involved, may choose to provide in lieu of such proprietary information, an explanation as to why such information is not provided in its proposal. However, the respondent may be required to submit such required information before further consideration.

Equal Employment Opportunity (EEO) Provision. All bidders or offerors will be required to comply with sections 2-1200 and 2-1414 of the City of Atlanta Code of Ordinances, as follows: During the performance of the agreement, the Contractor agrees as follows:

- a. The Contractor shall not discriminate against any employee, or applicant for employment, because of race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political affiliation. As used here, the words "shall not discriminate" shall mean and include without limitation the following:

Required Submittal (FORM 2)
Contractor Disclosure Form (Page 5 of 7)

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated.

The Contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions of the EEO clause.

- b. The Contractor shall, in all solicitations or advertisements for employees, placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, disability, or political affiliation.
- c. The Contractor shall send to each labor union or representative of workers with which the Contractor may have a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' representative of the Contractor's commitments under the equal employment opportunity program of the City of Atlanta and under the Code of Ordinances and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor shall register all workers in the skilled trades who are below the journeyman level with the U.S. Bureau of Apprenticeship and Training.
- d. The Contractor shall furnish all information and reports required by the contract compliance officer pursuant to the Code of Ordinances, and shall permit access to the books, records, and accounts of the Contractor during normal business hours by the contract compliance officer for the purpose of investigation so as to ascertain compliance with the program.
- e. The Contractor shall take such action with respect to any subcontractor as the city may direct as a means of enforcing the provisions of paragraphs (a) through (h) herein, including penalties and sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in or is threatened with litigation as a result of such direction by the city, the city will enter into such litigation as is necessary to protect the interest of the city and to effectuate the equal employment opportunity program of the city; and, in the case of contracts receiving federal assistance, the Contractor or the city may request the United States to enter into such litigation to protect the interests of the United States.
- f. The Contractor and its subcontractors, if any, shall file compliance reports at reasonable times and intervals with the city in the form and to the extent prescribed by the contract compliance officer. Compliance reports filed at such times directed shall contain information as to employment practices, policies, programs and statistics of the Contractor and its subcontractors.

Required Submittal (FORM 2)
Contractor Disclosure Form (Page 6 of 7)

- g. The Contractor shall include the provisions of paragraphs (a) through (h) of this equal employment opportunity clause in every subcontract or purchase order so that such provisions will be binding upon each subcontractor or vendor.
- h. A finding, as hereinafter provided, that a refusal by the Contractor or subcontractor to comply with any portion of this program, as herein provided and described, may subject the offending party to any or all of the following penalties:
 - (1) Withholding from the Contractor in violation all future payments under the involved contract until it is determined that the Contractor or subcontractor is in compliance with the provisions of the contract;
 - (2) Refusal of all future bids for any contract with the City of Atlanta or any of its departments or divisions until such time as the Contractor or subcontractor demonstrates that there has been established and there shall be carried out all of the provisions of the program as provided in the Code of Ordinances;
 - (3) Cancellation of the public contract;
 - (4) In a case in which there is substantial or material violation of the compliance procedure herein set forth or as may be provided for by the contract, appropriate proceedings may be brought to enforce those provisions, including the enjoining, within applicable law, of Contractors, subcontractors or other organizations, individuals or groups who prevent or seek to prevent directly or indirectly compliance with the policy as herein provided.

Prohibition on Kickbacks or Gratuities/Non-Gratuity. The undersigned acknowledges the following prohibitions on kickbacks and gratuities:

- a. It is unethical for any person to offer, give or agree to give any employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.
- b. It is unethical for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.
- c. It is also unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

Required Submittal (FORM 2)
Contractor Disclosure Form (Page 7 of 7)

Declaration

Under penalty of perjury, I declare that I have examined this Disclosure Form and Questionnaire and all attachments to it, if applicable, and, to the best of my knowledge and belief all statements contained herein and in any attachments, if applicable, are true, correct and complete.

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same supplies, services, construction, or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent.

Sign here if you are an individual:

Printed _____ **Name:**

Signature: _____

Date: _____

Subscribed and sworn to or affirmed by _____ **(name) this** ___ **day of** _____, **20** ___.

Notary Public of _____(state)

My commission expires: _____

Sign here if you are an authorized representative of a responding entity or partnership:

Printed Name of Entity or Partnership: _____

Signature of authorized representative: _____

Title: _____

Date: _____, 20___

Subscribed and sworn to or affirmed by _____ **(name), as the**

(title) of _____ **(entity or partnership name) this**
____ **day of** _____, **20** ___.

Notary Public of _____(state)

My commission expires: _____

(state)

Required Submittal (FORM 3)

Proponent Financial Disclosure (Page 1 of 5)

Instructions: It is necessary for the City to evaluate, verify, and understand the Proponent's financial capability and stability to undertake and perform the Services contemplated in this Solicitation. To accomplish this task, the Proponent must provide accurate and legible financial disclosures to the City as requested below.

A "Proponent" is an individual, entity or partnership submitting a proposal or Proposal in response to a Solicitation.

1. If the Proponent is an individual, financial disclosures for that individual must be provided.
2. If the Proponent is an entity or partnership, financial disclosures for that entity or partnership must be provided.
3. If the Proponent is a newly formed entity or partnership (formed within the last three years), financial disclosures for that entity or partnership must be provided together with full financial disclosure from the entity's or partnership's owners. Financial Disclosure includes a full response to all questions and requests for documentation listed in this Form.

For example, if the Proponent is a newly formed entity (formed within the last three years) made up of two separate entities (e.g., a majority interest owner and a minority interest owner), then financial disclosure is required from the Proponent entity, and financial disclosure is also required from each of the two owners (majority entity owner and minority entity owner) as well.

The Proponent (and its owners, if applicable) must submit hard copies of all financial disclosures in response to this Form.

Required Submittal (FORM 3)

Proponent Financial Disclosure (Page 2 of 5)

Part A - General Information:

Name of the Proponent: _____

Name of individual, entity or
partnership completing this Form: _____

Relationship of individual, entity
or partnership completing this Form
to the Proponent: _____

Contact information of individual,
entity or partnership completing
this Form: _____

Address _____

Phone Number(s) _____

Email: _____

Required Submittal (FORM 3)

Proponent Financial Disclosure (Page 3 of 5)

Part B: Financial Information:

1. The Proponent, and its owners, if applicable, should demonstrate its financial capability and stability by selecting and providing documentation from one of the following three groups of requests (see below). Please circle which group, (a), (b), or (c), is selected and provide the supporting documentation with the proposal/Proposal.
 - (a) Financial statements for the three (3) most recent consecutive fiscal years, audited by a Certified Public Accountant (“CPA”), including:
 - (i) Income Statement;
 - (ii) Balance Sheet; and
 - (iii) Statement of Cash Flows.
 - (b) Financial statements for the three (3) most recent consecutive fiscal years, either reviewed or compiled by a Certified Public Accountant (“CPA”), including:
 - (i) Income Statement;
 - (ii) Balance Sheet; and
 - (iii) Satisfactory proof of Proponent’s ability to obtain a Performance Bond for the amount described in Appendix B, if applicable.
 - (c) Unaudited, self-prepared financial statements for the three (3) most recent consecutive fiscal years, including:
 - (i) Income Statement;
 - (ii) Balance Sheet;
 - (iii) Satisfactory proof of Proponent’s ability to obtain a Performance Bond for the amount described in Appendix B, if applicable;
 - (iv) Two (2) banks or other institutional lenders’ references; and
 - (v) Dunn and Bradstreet report for the last two (2) years.

Required Submittal (FORM 3)

Proponent Financial Disclosure (Page 4 of 5)

2. Fill in the blanks below to provide a summary of all of the Proponent's assets and liabilities for the three (3) most recent years (calculated from the date of the end of the fiscal year).

ALL FIGURES BELOW MUST BE REPRESENTED IN U.S. CURRENCY (\$).

Standard currency of Proponent's Financial Statements: _____

The exchange rate used: _____ = US \$ _____

Most recent three (3) years

	<u>Year: 2013</u> (Thousands)	<u>Year: 2014</u> (Thousands)	<u>Year: 2015</u> (Thousands)
Current Assets	\$.....	\$.....	\$.....
Current Liabilities	\$.....	\$.....	\$.....
Property & Equip.	\$.....	\$.....	\$.....
Working Capital	\$.....	\$.....	\$.....
Sales/ Revenue	\$.....	\$.....	\$.....
Total Assets	\$.....	\$.....	\$.....
Total Liabilities	\$.....	\$.....	\$.....
Interest Charges	\$.....	\$.....	\$.....
Net Income	\$.....	\$.....	\$.....
Net-Worth	\$.....	\$.....	\$.....

3. Do you plan to use or require an open line of credit for the project? Yes or No.

If yes, the Proponent must provide the source of the line of credit on bank letterhead for the bank providing the line of credit. The bank contact information must include: contact name, title, address, telephone, fax and e-mail address.

Required Submittal (FORM 3)

Proponent Financial Disclosure (Page 5 of 5)

Declaration

Under penalty of perjury, I declare that I have examined this Affidavit Disclosure form and all attachments to it, if applicable, and, to the best of my knowledge and belief, and all statements contained in it and all attachments, if applicable, are true, correct and complete.

Whether you are an individual executing this form or you are an authorized representative of an entity executing this form, the person signing below must sign or affirm in the presence of a Notary Public. The Notary Public's signature and seal must be provided, together with the date of the notarial act.

Sign here if you are an individual:

Printed Name: _____

Signature: _____

Date: _____, 20__.

Subscribed and sworn to or affirmed by _____ (name) this _____ day of _____, 20__.

Notary Public of _____ (state)

My commission expires: _____

Sign here if you are an authorized representative of a responding entity:

Printed Name of Entity: _____

Signature of authorized representative: _____

Title: _____

Date: _____, 20__.

Subscribed and sworn to or affirmed by _____ (name), as the _____ (title) of _____ (entity name) this _____ day of _____, 20__.

Notary Public of _____ (state)

My commission expires: _____

Required Submittal (FORM 4.1)

Certification of Insurance Ability Instructions:

Offerors **MUST** submit a **completed copy of this form executed by their insurance company**. Failure to submit completed form will result in the Offeror being deemed non-responsive.

I, _____ [*insert an individual's name*], on behalf of _____ [*insert insurance company full name*], a _____ [*insert type of entity LLC, LLP, corporation, etc.*](“**Insurer**”), hereby represent and certify each of the following to the City of Atlanta, a municipal corporation of the State of Georgia (“**City**”) on this _____ day of _____, 20____ [*insert date*]:

(a) Insurer is licensed by the Insurance and Safety Fire Commissioner of the State of Georgia to transact insurance business in the State of Georgia;

(b) Insurer has reviewed the Agreement attached to the solicitation for Project Number **FC-8786, Program Management Team Services for the Renew Atlanta Bond**: (“**Project**”) and its corresponding **Appendix for Insurance Requirements**;

(c) Insurer certifies that if, as of the date written above, _____ (“**Offeror**”) was selected as the successful Offeror for the Project, Insurer would provide insurance to Offeror for this Project in accordance with the terms set forth in the corresponding **Appendix for Insurance Requirements**; and

PLEASE NOTE: If this Form 4.1 is executed by an Attorney-in-Fact, then Insurer must attach a copy of a duly executed Power-of-Attorney evidencing such authority in addition to correctly completing this Form 4.1. If Offeror is unable to provide City with insurance that comply with the terms of the corresponding Appendix for Insurance Requirements within ten (10) days of receiving notice of intent to award the Project from the City, the City may, in its sole discretion, retain Offeror’s security submitted with its offer and/or disqualify Offeror from further consideration for the award of the Agreement.

By executing this certification, Insurer represents that all of the information provided by Insurer herein is true and correct as of the date set forth above.

Insurer: [*insert company name on line provided below*]

By: _____

Print Name: _____

Title: _____

Corporate Secretary/Assistant Secretary
(Seal)

Required Submittal (FORM 4.2)

(Not Applicable)

Certification of Bonding Ability Instructions:

Offerors **MUST** submit a **completed copy of this form executed by their surety**. Failure to submit completed form from will result in the Offeror being deemed non-responsive.

I, _____ [*insert an individual's name*], on behalf of _____ [*insert surety company full name*], a _____ [*insert type of entity LLC, LLP, corporation, etc.*](**"Surety"**), hereby represent and certify each of the following to the City of Atlanta, a municipal corporation of the State of Georgia (**"City"**) on this _____ day of _____, 20____ [*insert date*]:

- (a) Surety is licensed by the Insurance and Safety Fire Commissioner of the State of Georgia to transact surety business in the State of Georgia;
- (b) Surety has reviewed the Agreement attached to the solicitation for Project Number **FC-8786, Program Management Team Services for the Renew Atlanta Bond**: ("Project") and its corresponding **Appendix for Insurance Requirements**;
- (c) Surety certifies that if, as of the date written above, _____ (**"Offeror"**) was selected as the successful Offeror for the Project, Surety would provide bonding to Offeror for this Project in accordance with the corresponding **Appendix for Insurance Requirements**; and
- (d) **Surety only**: The Surety states that Offeror's uncommitted bonding capacity (not taking into account this Project) is approximately \$ _____ (U.S.). Surety's statement set forth in this Section (d) does not represent a limitation of the bonding capacity of Offeror or that Offeror will have the bonding capacity noted above at the time of contract execution for this Project.

PLEASE NOTE: If this Form 4.2 is executed by an Attorney-in-Fact, then Surety must attach a copy of a duly executed Power-of-Attorney evidencing such authority in addition to correctly completing this Form 4.2. If Offeror is unable to provide City with bonds that comply with the terms of the corresponding Appendix for Insurance Requirements within ten (10) days of receiving notice of intent to award the Project from the City, the City may, in its sole discretion, retain Offeror's security submitted with its offer and/or disqualify Offeror from further consideration for the award of the Agreement.

By executing this certification, Surety represents that all of the information provided by Surety herein is true and correct as of the date set forth above.

Surety: [*insert company name on line provided below*]

By: _____

Print Name: _____

Title: _____

Corporate Secretary/Assistant Secretary
(Seal)

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

1. _____;
2. _____;
3. _____; and
4. _____.

Dated the _____ day of _____, 20__.

Corporate Proponent:
[Insert Corporate Name]

By: _____

Print Name: _____

Title: _____

Corporate Secretary/Assistant
Secretary (Seal)

Non-Corporate Proponent:
[Insert Proponent Name]

By: _____

Print Name: _____

Title: _____

Notary Public (Seal)
My Commission Expires: _____

Required Submittal (FORM 6)

Proponent Contact Directory¹

NAME	POSITION/TITLE	MAILING ADDRESS	OFFICE PHONE	CELL PHONE	EMAIL ADDRESS AND FAX NUMBER

¹ The purpose of the Proponent Contact Directory is to provide the City with a centralized, easily identified source of important contacts and other information regarding each of the business entities constituting a Proponent. This Proponent Contact Directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for each of the following as it pertains to each of the firms in a Proponent's team:

1. At least two individuals, one primary the other(s) secondary, authorized to represent the firm for purposes of this RFP; and
2. Proponent Service Provider Key Personnel (as appropriate) listed in the Services Agreement included in this RFP at Part 5.

Required Submittal (FORM 7)

Reference List

Each Proponent must provide a list of at least three (3) references using the below-referenced format. The City is interested in reviewing references that are able to attest to a Proponent's performance ability and credibility in a particular industry or trade.

Proponent/JV Partner: _____

Reference:	Name
	Address
	City, State, Zip
	Phone
	Fax

Project Title:

Contact Person:	_____
Direct Telephone:	_____
Email Address:	_____

Date(s) of Project: _____

Description of Services:

Total Amount of Contract Including Change Orders:

Proponent's Role and Responsibilities:

Current Completion Status:

(Use the Same Format to Provide the Additional References)

**Required Submittal “Unless a Proponent Elects to Submit an Alternative Form of Payment”
(FORM 8) Not Applicable**

Proposal Bond (Page 1 of 2)

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____

hereinafter called the PRINCIPAL, and _____

hereinafter called the SURETY, a corporation chartered and existing under the laws of the State of _____, and duly authorized to transact Surety business in the State of Georgia, are held and firmly bound unto the City of Atlanta, Georgia, in the penal sum of either: [i] _____ Dollars and Cents (\$_____); for **PROJECT NUMBER:FC-8786, Program Management Team Services for the Renew Atlanta Bond:** good and lawful money of the United States of America, to be paid upon demand of the City of Atlanta, Georgia, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators and assigns, jointly and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the City of Atlanta, Georgia, for **PROJECT NUMBER FC-8786, Program Management Team Services for the Renew Atlanta Bond,** a Proposal;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law, in lieu of a certified Proponent’s check otherwise required to accompany this Proposal;

NOW THEREFORE: The conditions of this obligation are such that if the Proposal be accepted, the PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the CITY of the award of the Contract execute a Contract in accordance with the Proposal and upon the terms, conditions and prices set forth therein, in the form and manner required by the City of Atlanta, Georgia, and execute sufficient and satisfactory Performance and Payment Bonds payable to the City of Atlanta, Georgia, each in the amount of one hundred percent (100%) of the total Contract price in form and with security satisfactory to said City of Atlanta, Georgia, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the SURETY shall upon failure of the PRINCIPAL to comply with any or all of the foregoing requirements within the time specified above immediately pay to the City of Atlanta, Georgia, upon demand the amount hereof in good and lawful money of the United States of America, not as a penalty but as liquidated damages.

In the event suit is brought upon this Bond by the CITY and judgment is recovered, the SURETY shall pay all costs incurred by the CITY in such suit, including attorney’s fees to be fixed by the Court.

Required Submittal "Unless a Proponent Elects to Submit an Alternative Form of Payment"
(FORM 8) Not Applicable

Proposal Bond (Page 2 of 2)

Enclosed is a Proposal Bond in the approved form, in the amount of either:

[i] _____ Dollars and Cents
(\$ _____), for **PROJECT NUMBER: FC-8786, Program**
Management Team Services for the Renew Atlanta Bond:

The money payable on this bond shall be paid to the City of Atlanta, Georgia, for the failure of the Proponent to execute a CONTRACT within ten (10) days after receipt of the Contract form and at the same time furnish a Payment Bond and Performance Bond.

IN TESTIMONY THEREOF, the PRINCIPAL and SURETY have caused these presents to be duly signed and sealed this _____ day of _____ 20__.

Corporate Proponent:
[Insert Corporate Name]

By: _____
Name: _____
Title: _____

Corporate Secretary/Assistant
Secretary (Seal)

Non-Corporate Proponent:
[Insert Proponent Name]

By: _____
Name: _____
Title: _____

Notary Public (Seal)

My Commission Expires: _____

Surety:
Name: _____
By: _____
Name: _____
Title: _____

Required Submittal (FORM 9)

Required Submittal Checklist

	Required Proposal Submittal Check Sheet
1	Volume 1 – Informational Proposal: <ul style="list-style-type: none"><input type="checkbox"/> Executive Summary<input type="checkbox"/> Organizational Structure/Organizational Chart<input type="checkbox"/> Experience and Qualifications of Key Personnel<input type="checkbox"/> Overall Experience, Qualifications and Performance of the Prime Firm and subcontractor<input type="checkbox"/> Management Plan<input type="checkbox"/> Quality Control Approach<input type="checkbox"/> Project Controls Plan
2	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: <ul style="list-style-type: none"><input type="checkbox"/> Form 1; Illegal Immigration Reform and Enforcement Act Forms<input type="checkbox"/> Form 2; Contractor Disclosure Form<input type="checkbox"/> Form 3; Proponent Financial Disclosure<input type="checkbox"/> Form 4.1; Certification of Insurance Ability<input type="checkbox"/> Form 4.2; Certification of Bonding Ability (N/A)<input type="checkbox"/> Form 5; Acknowledgment of Addenda<input type="checkbox"/> Form 6; Proponent Contact Directory<input type="checkbox"/> Form 7; Reference List<input type="checkbox"/> Form 8; Proposal Guarantee (N/A)<input type="checkbox"/> Form 9; Required Submittal Checklist<input type="checkbox"/> Authority to Transact Business in the State of Georgia<input type="checkbox"/> Appendix A - Office of Contract Compliance Forms 1 – 5
3	Proponent’s Official Company Name: Company Physical Address:
4	President/Vice President/Owner Name: Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address: _____
5	Primary Point-of-Contact Concerning RFP: Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address: _____

PART V

DRAFT MASTER PROFESSIONAL SERVICES AGREEMENT

MASTER PROFESSIONAL SERVICES AGREEMENT; CONTRACT NO.FC-8786

This Master Professional Services Agreement (“Agreement”) is entered into and effective as of _____ (the “Effective Date”) between the City of Atlanta (“City”) and the service provider (“Consultant”) set forth below.

Contract Name:	Contract No. FC-8786
Consultant	City of Atlanta
Name:	Using Agency:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
Authorized Representative:	Authorized Representative:

1. Background.

1.1 City desires to obtain from Consultant the services (“Services”) described generally on **Exhibit A** attached and further described on task orders (individually, a “Task Order” and, collectively, the “Task Orders”) that may be executed and attached collectively as **Exhibit A.3** from time to time. Consultant shall not provide any services except as specifically provided in a Task Order.

1.2 The total amount of payments by City under this Agreement shall not exceed \$_____ during the first year in which this Agreement is effective. For each subsequent year that this Agreement is effective, City shall provide written notice to Consultant of the amount of funding allocated to this Agreement for such calendar year (each annual maximum amount, including the funding for the first year, shall be the “Annual Maximum Payment Amount”). In addition, each Task Order shall specify a maximum payment amount (the “Task Order Maximum Payment Amount”) applicable to the Services to be performed under such Task Order. Task Orders will not be required for certain full-time Consultant staff needed to perform Services on a day-to-day basis under portions of the Basic Services defined in Exhibit A.

1.3 Task Orders under this Agreement may be issued by City without further legislative approval under Code Section 2-1111, if the legislation authorizing this Agreement provides for such issuance. In such circumstances, the Task Order may be executed by City’s Chief Procurement Officer, head of the affected Using Agency or other appropriate designee on behalf of City. City, at its sole discretion, may unilaterally issue Task Orders for services for which charges are established in this Agreement. Consultant shall promptly proceed with the services set forth in any such Task Order. If City solicits a proposal from Consultant for a Task Order, Consultant shall submit its proposal with a Task Order containing all the necessary terms and executed by Consultant. Task Orders may be executed or issued during the Term of this Agreement that contain a Service performance period that extends beyond the Term. No Task

Order may be executed or issued under this Agreement subsequent to the expiration or termination of the Term.

1.4 City makes no representations or warranties about the quantity of Services that will be requested or Charges that will be paid under this Agreement. Any quantity of Services or amount of Charges set forth in this Agreement are estimates only.

2. Term.

2.1 Initial Term. The initial term of this Agreement will be three (3) years. This Agreement shall commence on the Effective Date and end on [_____]. The initial term of the Agreement and any renewal term(s) are collectively referred to as the “Term”.

2.2 Renewal Terms. City shall have the right in its sole discretion to renew this Agreement for [2] additional one year terms according to the following procedure:

2.2.1 If City desires to exercise an option to renew, it will submit legislation authorizing such renewal for consideration by City’s Council and Mayor prior to the expiration of the prior Term. The legislation will establish that the date of such renewal will be the day immediately following the expiration day of the prior Term;

2.2.2 If such legislation is enacted, within days of such enactment, City will notify Consultant of such renewal, at which time Consultant shall be bound to provide Services during such renewal Term, without the need for the Parties to execute any further documents evidencing such renewal, it being acknowledged by Consultant that its initial execution of this Agreement is deemed its agreement to continue to provide Services during any renewal Term.

3. Interpretation.

3.1 All capitalized terms used in this Agreement shall have the meanings ascribed to them in the Contract Documents and on **Exhibit B** attached hereto.

If there is a conflict between any of the Contract Documents, precedence shall be given in the following order:¹

1. Agreement
2. Exhibit A - General Scope of Services
3. Exhibit A.1 - Compensation
4. Exhibit A.2 - Minimum Qualifications
5. Exhibit A.3 - Task Orders
5. Exhibit B - Definitions
6. Exhibit D - City Security Policies
7. Exhibit E - Dispute Resolution Procedures

¹ For purposes of this provision, authorized changes to an item in the order of precedence pursuant to a Change Document take precedence over the particular item changed.

8. Appendix A - Office of Contract Compliance Requirements
9. Appendix B - Insurance and Bonding Requirements
10. Additional Contract Documents

4. **Authorization.** If applicable, this Agreement is authorized by legislation adopted by City which is attached as **Exhibit C.**

5. **Services.**

51 **Description of Services.** Consultant agrees to provide to City the Services per this Agreement and each Task Order. Each Task Order will include the following: (a) a reference to this Agreement; (b) the Task Order Commencement Date and, if applicable, the period of time during which the Services will be provided; (c) a description of the Services to be provided; (d) the amounts payable and payment schedule for the Services; and (e) any additional provisions applicable to the Services. No Task Order will become effective until it has been executed by an authorized representative of Consultant and City. If any services to be performed are not specifically included in a Task Order, but are reasonably necessary to accomplish the purpose of the Task Order, they will be deemed to be implied in the scope of the Services for that Task Order to the same extent as if specifically described in such Task Order.

52 **Resources.** Unless otherwise expressly provided in this Agreement, all equipment, software, Facilities and Consultant Personnel required for the proper performance of Services shall be furnished by and be under the control of Consultant. Consultant shall be responsible, at its sole cost, for procuring and using such resources in proper and qualified, professional and high quality working and performing order.

53 **Change Documents.**

53.1 This section will govern changes to the Agreement or any Task Order issued under the Agreement, whether such changes involve an increase in the Annual Maximum Payment Amount or not. Changes in Services or other aspects of this Agreement shall be made by written document (“Change Document” or “Unilateral Change Document”).² All changes shall be implemented pursuant to this subsection (the “Change Document Procedures”) and any Applicable Law.

53.2 Potential Change Documents that may be issued concerning this Agreement or any Task Order issued under this Agreement include, but are not limited to:

- (a) Change Documents to the Agreement involving an increase to the Annual Maximum Payment Amount executed between City and Consultant which may or may not require legislative approval under Code Section 2-1292;

² Change Documents may assume numerous multiple forms and titles depending on the nature of the change involved (e.g. Change Order, Unilateral Change Order, Amendment, Contract Modification, Renewal, etc.).

(b) Change Documents to the Agreement or any Task Order issued under the Agreement involving no increase to the Annual Maximum Payment Amount, changes in the value of the Charges or changes in the terms or amounts of compensation under the Maximum Payment Amount or any Task Order Maximum Payment Amount executed between City and Consultant pursuant to Code Section 2-1292(d); and

(c) Unilateral Change Documents to the Agreement or any Task Order issued under the Agreement issued by City pursuant to Code Section 2-1292(d) involving no increase to the Annual Maximum Payment Amount, changes in the value of the Charges or changes in the terms of amounts of compensation under the Maximum Payment Amount or any Task Order Maximum Payment Amount.

Change Documents that do not involve an increase in the Annual Maximum Payment Amount will be executed pursuant to Code Section 2-1292(d) either bilaterally or unilaterally by the City.

533 City may propose a change in the Services or other aspects of this Agreement by delivering written notice to Consultant describing the requested change (“Change Request”). Within ten (10) days of receipt of City’s Change Request, Consultant shall evaluate it and submit a written response (“Proposed Change Document”). A Change Request which involves the reduction of Services shall be effective upon written notice to Consultant.

534 Consultant may, without receiving any Change Request, on its own submit a Proposed Change Document describing its own proposed requested change to the Agreement or any Task Order issued under the Agreement.

535 Each Proposed Change Document shall include the applicable schedule for implementing the proposed change, any applicable changes to the Charges (either increased or decreased) and all other information applicable to the proposed change. Each Proposed Change Document shall constitute an offer by Consultant and shall be irrevocable for a period of sixty (60) days. City shall review and may provide Consultant with comments regarding a Proposed Change Document, and Consultant shall respond to such comments, if any. A Proposed Change Document from Consultant will become effective only when executed by an authorized representative of City.

536 City may propose any changes to the Agreement, including, but not limited to, changes that it contends do not involve an increase to the Annual Maximum Payment Amount, and Consultant shall, in good faith, evaluate such proposed Change Request. If City and Consultant are able to reach agreement on such Change Request, each will execute a Change Document concerning such Change Request pursuant to Code Section 2-1292(d). Nothing in this Agreement shall, in the event of disagreement between City and Consultant concerning a proposed Change Request, or otherwise, prohibit City from issuing a Unilateral Change Document to Consultant, pursuant to Code Section 2-1292(d), and City and Consultant agree to resolve their dispute pursuant to the Dispute Resolution Procedures set forth in **Exhibit E**. During the pendency of such dispute, Consultant shall continue to perform the Services, as changed by such Unilateral Change Document.

54 Suspension of Services. City may, by written notice to Consultant, suspend at any time the performance of any or all of the Services to be performed under this Agreement. Upon receipt of a suspension notice, Consultant must, unless the notice requires otherwise, (a) immediately discontinue suspended Services on the date and to the extent specified in the notice; (b) place no further orders or subcontracts for materials, services or facilities with respect to suspended Services, other than to the extent required in the notice; and (c) take any other reasonable steps to minimize costs associated with the suspension.

6. Consultant's Obligations.

61 Consultant Personnel. Consultant shall be responsible, at its own cost, for all recruiting, hiring, training, educating and orienting of all Consultant Personnel, all of whom shall be fully qualified and shall be authorized under Applicable Law to perform the Services.

62 Consultant Authorized Representative. Consultant designates the Consultant Authorized Representative named on page 1 of this Agreement ("Consultant Authorized Representative") and, such Person shall: (a) be a project executive and employee within Consultant's organization, with the information, authority and resources available to properly coordinate Consultant's responsibilities under this Agreement; (b) serve as primary interface and the single-point of communication for the provision of Services by Consultant; (c) have day-to-day responsibility and authority to address issues relating to the Services; and (d) devote adequate time and efforts to managing and coordinating the Services.

63 Qualifications. Upon City's reasonable request, Consultant will make available to City all relevant records of the education, training, experience, qualifications, work history and performance of Consultant Personnel.

64 Removal of Personnel Assigned to City Contract. Within a reasonable period, but not later than seven (7) days after Consultant's receipt of notice from City that the continued assignment to the City Contract of any Consultant Personnel is not in the best interests of City, Consultant shall remove such Consultant Personnel from City's Contract. Consultant will not be required to terminate the employment of such individual. Consultant will assume all costs associated with the replacement of any Consultant Personnel. In addition, Consultant agrees to remove from City's Contract any Consultant Personnel who has engaged in willful misconduct or has committed a material breach of this Agreement immediately after Consultant becomes aware of such misconduct or breach.

65 Subcontracting. Unless specifically authorized in this Agreement or an applicable Task Order, Consultant will not enter into any agreement with or delegate any Services to any Third Party without the prior written approval of City, which City may withhold in its sole discretion. If Consultant subcontracts any of the Services, Consultant shall: (i) be responsible for the performance of Services by the subcontractors; (ii) remain City's sole point of contact for the Services; and (iii) be responsible for the payment of any subcontractors.

66 Key Consultant Personnel and Key Subcontractors.

661 The following Persons are identified by Consultant as Key Consultant Personnel under this Agreement:

- (a) _____;
- (b) _____; and
- (c) _____.

662 The following Persons are identified by Consultant as Key Subcontractors under this Agreement:

- (a) _____;
- (b) _____; and
- (c) _____.

663 Consultant shall not transfer, reassign or replace any Consultant Key Personnel or Key Subcontractor, except as a result of retirement, voluntary resignation, involuntary termination for cause in Consultant's sole discretion, illness, disability or death, during the term of this Agreement without prior written approval from City.

67 Conflicts of Interest. Consultant shall immediately notify City in writing, specifically disclosing any and all potential or actual conflicts of interests, which arise or may arise during the execution of its work in the fulfillment of the requirements of the Agreement. City shall make a written determination as to whether a conflict of interest actually exists and the actions to be taken to resolve the conflict of interest. Furthermore, the Consultant, 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 sub-consultant or sub-contractor on the Renew Atlanta Bond Program will require that sub-consultant 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

68 Commercial Activities. Neither Consultant nor any Consultant Personnel shall establish any commercial activity, issue concessions, or permits of any kind to third Parties for establishing any activities on City property.

7. City's Authorized Representative.

7.1 Designation and Authority. City designates the City Authorized Representative named on page 1 of this Agreement (the "City Authorized Representative") who shall: (a) serve as primary interface and the single-point of communication for the provision of Services; (b) have day-to-day responsibility to address issues relating to this Agreement; and (c) to the extent

provided under the Code, have the authority to execute any additional documents or changes on behalf of City.

City's Right to Review and Reject. Any Work Product, Service or other document or item to be submitted or prepared by Consultant hereunder shall be subject to the review of the City Authorized Representative. The City Authorized Representative may disapprove, if in the City Authorized Representative's sole opinion the Work Product, Service, document or item is not in accordance with the requirements of this Agreement or sound professional service principles, or is impractical, uneconomical or unsuited in any way for the purposes for which the Work Product, Service, document or item is intended. If any of the said items or any portion thereof are so disapproved, Consultant shall revise the items until they meet the approval of the City Authorized Representative. However, Consultant shall not be compensated under any provision of this Agreement for repeated performance of such disapproved items.

8. Payment Procedures.

81 General. City will not be obligated to pay Consultant any amount in addition to the Charges set forth in an applicable Task Order for Consultant's provision of the Services. Consultant Personnel hourly rates, reimbursable expenses and other compensable items under this Agreement and issued Task Orders are set forth on **Exhibit A.1 Compensation.**

82 Invoices. Consultant shall prepare and submit to City invoices for payment of all Charges in accordance with the applicable Task Order. Each invoice shall be in such detail and in such format as City may reasonably require. To the extent not set forth in a Task Order, Consultant shall invoice City monthly for Services rendered.

83 Taxes. The Charges are inclusive of all taxes, levies, duties and assessments ("Taxes") of every nature due in connection with Consultant's performance of the Services. Consultant is responsible for payment of such Taxes to the appropriate governmental authority. If Consultant is refunded any Tax payments made relating to the Services, Consultant shall remit the amount of such refund to City within forty-five (45) days of receipt of the refund.

84 Maximum Amount. City shall not be obligated to pay any amount in excess of the Annual Maximum Payment Amount for all Services under all Task Orders, nor shall City be obligated to pay any amount in excess of a Task Order Maximum Payment Amount.

85 Payment. City shall endeavor to pay all undisputed Charges within thirty (30) days of the date of the receipt by City of a properly rendered and delivered invoice. Notwithstanding the forgoing, unless otherwise provided in the Task Order, all undisputed Charges on an invoice properly rendered and delivered shall be payable within forty-five (45) days of the date of receipt by City.

86 Disputed Charges. If City in good faith disputes any portion of an invoice, City may withhold such disputed amount and notify Consultant in writing of the basis for any dispute within thirty (30) days of the later of: (a) receipt of the invoice; or (b) discovery of the basis for any such dispute. City and Consultant agree to use all reasonable commercial efforts to resolve any disputed amount in any invoice within thirty (30) days of the date City notifies Consultant of the disputed amount.

87 No Acceptance of Nonconforming Work. No payment of any invoice or any partial or entire use of the Services by City constitutes acceptance of any Services.

88 Payment of Other Persons. Prior to the issuance of final payment from City, Consultant shall certify to City in writing, in a form satisfactory to City, that all subcontractors, materialmen, suppliers and similar firms or persons engaged by Consultant in connection with this Agreement have been paid in full or will be paid in full utilizing the monies constituting final payment to Consultant.

9. Consultant Representations and Warranties. As of the Effective Date and continuing throughout the Term and any subsequent Task Order performance period, Consultant warrants to City that:

91 Authority. Consultant is duly incorporated or formed, validly existing and is in good standing under the laws of the state in which it is incorporated or formed, and is in good standing in each other jurisdiction where the failure to be in good standing would have a material adverse affect on its business or its ability to perform its obligations under this Agreement. Consultant has all necessary power and authority to enter into and perform its obligations under this Agreement, and the execution and delivery of this Agreement and the consummation of the transactions contemplated by this Agreement have been duly authorized by all necessary actions on its part. This Agreement constitutes a legal, valid and binding obligation of Consultant, enforceable against it in accordance with its terms. No action, suit or proceeding in which Consultant is a party that may restrain or question this Agreement or the provision of Services by Consultant is pending or threatened.

92 Professional Standards. The Services will be performed in a professional and workmanlike manner in accordance with the standards imposed by Applicable Law and the practice and professional standards used in well managed operations performing services similar to the Services.

93 Conformity. The development, creation, delivery, provision, implementation, testing, maintenance and support of all Services shall conform in all material respects to the description of such Services in the Contract Documents, including the relevant Task Order,.

94 Materials and Equipment. Any equipment or materials provided by Consultant shall be new, of clear title, not subject to any lien or encumbrance, of the most suitable grade of their respective kinds for their intended uses, shall be free of any defect in design or workmanship and shall be of merchantable quality and fit for the purposes for which they are intended.

95 Intellectual Property Rights. None of the processes or procedures utilized by Consultant to fulfill its obligations hereunder, nor any of the materials and methodologies used by Consultant in fulfilling its obligations hereunder, nor any of the Services or Work Product shall infringe any Third Party's Intellectual Property Rights or privacy, publicity or other rights.

10. Compliance with Laws.

101 General. Consultant and its subcontractors will perform the Services in compliance with all Applicable Laws

102 City's Socio-Economic Programs. Consultant shall comply with Appendix A and any applicable City socio-economic programs, including, but not limited to, City's EBO and EEO Programs, and requirements set forth in the Code in the performance of the Services.

Consents, Licenses and Permits. Consultant will be responsible for, and the Charges shall include the cost of obtaining, maintaining and complying with, and paying all fees and taxes associated with, all applicable licenses, authorizations, consents, approvals and permits required of Consultant in performing Services and complying with this Agreement.

11. Confidential Information.

11.1 General. Each Party agrees to preserve as strictly confidential all Confidential Information of the other Party for two (2) years following the expiration or termination of this Agreement; provided, however, that each Party's obligations for the other Party's Confidential Information that constitutes trade secrets pursuant to Applicable Laws will continue for so long as such Confidential Information continues to constitute a trade secret under Applicable Law. Any Confidential Information that may be deemed Sensitive Security Information by the Department of Homeland Security or any other similar Confidential Information related to security will be considered trade secrets. Upon request by City, Consultant will return any trade secrets to City. Each Party agrees to hold the Confidential Information of the other in trust and confidence and will not disclose it to any Person, or use it (directly or indirectly) for its own benefit or the benefit of any other Person other than in the performance of its obligations under this Agreement.

11.2 Disclosure of Confidential Information or Information Other Party Deems to be Confidential Information. Each Party will be entitled to disclose any Confidential Information if compelled to do so pursuant to: (i) a subpoena; (ii) judicial or administrative order; or (iii) any other requirement imposed upon it by Applicable Law. Prior to making such a disclosure, to the extent allowed pursuant to Applicable Law, each Party shall provide the other with thirty six (36) hours prior notice by facsimile of its intent to disclose, describing the content of the information to be disclosed and providing a copy of the pleading, instrument, document, communication or other written item compelling disclosure or, if not in writing, a detailed description of the nature of the communication compelling disclosure with the name, address, phone number and facsimile number of the Person requesting disclosure. Should the non-disclosing Party contest the disclosure, it must: a) seek a protective order preventing such disclosure; or b) intervene in such action compelling disclosure, as appropriate. This Section shall be applicable to information that one Party deems to be Confidential Information but the other Party does not.

12. Work Product.

12.1 Except as otherwise expressly provided in this Agreement, all reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or other documents, all deliverables, and other work product prepared or authored by Provider or any of its contractors exclusively for the City under this Agreement, and all intellectual property rights associated with the foregoing items (collectively, the "Work

Product”) shall be and remain the sole and exclusive property of the City. Any of Provider’s or its contractors’ works of authorship comprised within the Work Product (whether created alone or in concert with City or Third Party) shall be deemed to be “works made for hire” and made in the course of services rendered and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to City. Provider and its contractors grant the City a non-exclusive, perpetual, worldwide, fully paid up, royalty-free license to all Work Product not exclusively developed for City under this Agreement.

122 If any of the Work Product is determined not to be a work made for hire, Consultant assigns to City, worldwide and in perpetuity, all rights, including proprietary rights, copyrights, and related rights, and all extensions and renewals of those rights, in the Work Product. If Consultant has any rights to the Work Product that cannot be assigned to City, Consultant unconditionally and irrevocably waives the enforcement of such rights and irrevocably grants to City during the term of such rights an exclusive, irrevocable, perpetual, transferable, worldwide, fully paid and royalty-free license, with rights to sublicense through multiple levels of sublicensees, to reproduce, make, have made, create derivate works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.

123 City shall have the sole and exclusive right to apply for, obtain, register, hold and renew, in its own name or for its own benefit, all patents, copyrights, applications and registrations, renewals and continuations and all other appropriate protection.

124 To the extent exclusive title or complete and exclusive ownership rights in any Work Product created by Consultant Personnel may not originally vest in City by operation of Applicable Law, Consultant shall immediately upon request, unconditionally and irrevocably assign, transfer and convey to City all rights, title and interest in the Work Product.

125 Without any additional cost to City, Consultant Personnel shall promptly give City all reasonable assistance and execute all documents City may reasonably request to enable City to perfect, preserve, enforce, register and record its rights in all Work Product. Consultant irrevocably designates City as Consultant's agent and attorney-in-fact to execute, deliver and file, if necessary, any documents necessary to give effect to the provisions of this Section and to take all actions necessary, in Consultant's name, with the same force and effect as if performed by Consultant.

13. Audit and Inspection Rights.

13.1 General.

13.1.1 Consultant will provide to City, and any Person designated by City, access to Consultant Personnel and to Consultant owned Facilities for the purpose of performing audits and inspections of Consultant, Consultant Personnel and/or any of the relevant information relating to the Services and this Agreement. Such audits, inspections and access may be conducted to: (a) verify the accuracy of Charges and invoices; (b) examine Consultant’s performance of the Services; (c) monitor compliance with the terms of this Agreement; and (d) any other matters reasonably requested by City. Consultant shall provide full cooperation to City and its designated Persons in connection with audit functions and examinations by regulatory

authorities.

13.12 All audits and inspections will be conducted during business hours (except with respect to Services that are performed during off-hours).

13.13 Consultant shall promptly respond to and rectify the deficiencies identified in and implement changes suggested by any audit or inspection report.

13.14 If any audit or inspection of Charges or Services reveals that City has overpaid any amounts to Consultant, Consultant shall promptly refund such overpayment and Consultant shall also pay to City interest on the overpayment amount at the rate of one-half percent (0.5%) per month (or such maximum rate permissible by Applicable Law, if lower) from the date the overpayment was made until the date the overpayment is refunded to City by Consultant.

13.2 Records Retention. Until the later of: (a) six (6) years after expiration or termination of this Agreement; (b) the date that all pending matters relating to this Agreement (e.g., disputes) are closed or resolved by the Parties; or (c) the date such retention is no longer required to meet City's records retention policy or any record retention policy imposed by Applicable Law, if more stringent than City's policy, Consultant will maintain and provide access upon request to the records, data, documents and other information required to fully and completely enable City to enforce its audit rights under this Agreement.

14. Indemnification by Consultant.

14.1 General Indemnity. Consultant shall indemnify and hold City, its agencies and its and their respective officers, directors, employees, advisors, and agents, successors and permitted assigns, harmless from any losses, liabilities, damages, demands and claims, and all related costs (including reasonable legal fees and costs of investigation, litigation, settlement, judgment, interest and penalties) arising from claims or actions based upon:

(a) Consultant's or Consultant Personnel's performance, non-performance or breach of this Agreement;

(b) compensation or benefits of any kind, by or on behalf of Consultant Personnel, or any subcontractor, claiming an employment or other relationship with Consultant or such subcontractor (or claiming that this Agreement creates an inherent, statutory or implied employment relationship with City or arising in any other manner out of this Agreement or the provision of Services by such Consultant Personnel or subcontractor);

(c) any actual, alleged, threatened or potential violation of any Applicable Laws by Consultant or Consultant Personnel, to the extent such claim is based on the act or omission of Consultant or Consultant Personnel, excluding acts or omissions by or at the direction of City;

(d) death of or injury to any individual caused, in whole or in part, by the tortious conduct of Consultant or any Person acting for, in the name of, at the

direction or supervision of or on behalf of Consultant; and

(e) damage to, or loss or destruction of, any real or tangible personal property caused, in whole or in part, by the tortious conduct of Consultant or any Person acting for, in the name of, at the direction or supervision of or on behalf of Consultant.

142 **Intellectual Property Indemnification by Consultant.** Consultant shall indemnify and hold City Indemnitees harmless from and against any losses, liabilities, damages, demands and claims, and all related costs (including reasonable legal fees and costs of investigation, litigation, settlement, judgment, interest and penalties) arising from claims or actions based upon any of the processes, procedures, Work Product, materials and methodologies used by Consultant (or any Consultant agent, contractor, subcontractor or representative), or City's use thereof (or access or other rights thereto) in connection with the Services, or any of the Services themselves, infringes or misappropriates the Intellectual Property Rights of a Third Party. If any processes, procedures, Work Product, materials, methodologies or Services provided by Consultant hereunder is held to constitute, or in Consultant's reasonable judgment is likely to constitute, an infringement or misappropriation, Consultant will in addition to its indemnity obligations, at its expense and option, and after consultation with City regarding City's preference in such event, either: (A) procure the right for City Indemnitees to continue using such processes, procedures, Work Product, materials, methodologies or Services; (B) replace such processes, procedures, Work Product, materials, methodologies or Services with a non-infringing equivalent, provided that such replacement does not result in a degradation of the functionality, performance or quality of the Services; (C) modify such processes, procedures, Work Product, materials, methodologies or Services, or have such processes, procedures, Work Product, materials, methodologies or Services modified, to make them non-infringing, provided that such modification does not result in a degradation of the functionality, performance or quality of the processes, procedures, Work Product, materials, methodologies or Services; or (D) create a feasible workaround that would not have any adverse impact on City.

15. **Limitation of Liability.**

15.1 General. THE MAXIMUM AGGREGATE LIABILITY OF CITY HEREUNDER IS LIMITED TO THE TOTAL OF ALL CHARGES ACTUALLY PAID DURING THE CURRENT YEAR UNDER THE AGREEMENT. EXCEPT FOR PROVIDER'S INDEMNITY OBLIGATIONS SET FORTH IN THE SECTION ENTITLED "INDEMNIFICATION BY CONSULTANT" AND WILLFUL MISCONDUCT OR GROSS NEGLIGENCE BY PROVIDER, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES (OR ANY COMPARABLE CATEGORY OR FORM OF SUCH DAMAGES, HOWSOEVER CHARACTERIZED IN ANY JURISDICTION), ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OR NONPERFORMANCE OF ITS OBLIGATIONS UNDER THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, NEGLIGENCE, TORT, STRICT LIABILITY, PRODUCTS LIABILITY OR OTHERWISE, AND EVEN IF FORESEEABLE OR IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

152 Exceptions to Limitations. The limitations set forth in the immediate **subsection** shall not apply to: (a) personal injury, wrongful death or tangible property damage; (b) any claim for infringement of intellectual property; (c) any breach of the **Section entitled “Confidential Information”**; or (d) any claim involving a violation of any Applicable Law concerning homeland security, terrorist activity or security sensitive information, regardless of the manner in which such damages are characterized.

16. Insurance and Bonding Requirements. Consultant shall comply with the insurance and bonding requirements set forth on **Appendix B.**

17. Force Majeure. Neither Party will be liable for default or delay in the performance of its obligations under this Agreement to the extent such default or delay is caused by a Force Majeure Event. Upon the occurrence of a Force Majeure Event, the non-performing Party will be excused from performance or observance of affected obligations for as long as: (a) the Force Majeure Event continues; and (b) the Party continues to attempt to recommence performance or observance to the extent commercially reasonable without delay. If any Force Majeure Event continues for thirty (30) consecutive days, City may, at its option during such continuation, terminate this Agreement, in whole or in part, without penalty or further obligation or liability of City.

18. Termination.

181 Termination by City for Cause. City may at its option, by giving written notice to Consultant, terminate this Agreement or any Task Order:

- (a) for a material breach of the Contract Documents by Consultant that is not cured by Consultant within seven (7) days of the date on which City provides written notice of such breach;
- (b) immediately for a material breach of the Contract Documents by Consultant that is not reasonably curable within seven (7) days;
- (c) immediately upon written notice for numerous breaches of the Contract Documents by Consultant that collectively constitute a material breach or reasonable grounds for insecurity concerning Consultant’s performance; or
- (d) immediately for engaging in behavior that is dishonest, fraudulent or constitutes a conflict of interest with Consultant’s obligations under this Agreement or is in violation of any City Ethics Ordinances.

182 Re-procurement Costs. In addition to all other rights and remedies City may have, if this Agreement is terminated by City pursuant to the above **subsection** entitled **“Termination by City for Cause”**, Consultant will be liable for all costs in excess of the Charges for all terminated Services reasonably and necessarily incurred by City in the completion of the Services, including the cost of administration of any agreement awarded to other Persons for completion. If City improperly terminates this Agreement for cause, the termination for cause will be considered a termination for convenience in accordance with the provisions of the **Section entitled “Termination by City for Convenience”**.

Termination by City for Insolvency. City may terminate this Agreement immediately by delivering written notice of such termination to Consultant if Consultant: (a) becomes insolvent, as that term may be defined under Applicable Law, or is unable to meet its debts as they mature; (b) files a voluntary petition in bankruptcy or seeks reorganization or to effect a plan or other arrangement with creditors; (c) is adjudicated bankrupt or makes an assignment for the benefit of its creditors generally; (d) fails to deny or contest the material allegations of an involuntary petition filed against it pursuant to any Applicable Law relating to bankruptcy, arrangement or reorganization, which is not dismissed within sixty (60) days; or (e) applies for or consents to the appointment of any receiver for all or any portion of its property.

183 Termination by City for Convenience. At any time during the Term of this Agreement or any issued Task Order, City may terminate this Agreement or the Task Order for convenience upon fourteen (14) days written notice of such termination. Upon a termination for convenience, Consultant waives any claims for damages, including loss of anticipated profits. As Consultant's sole remedy and City's sole liability, City will pay Charges for the Services properly performed prior to the notice of termination, plus all reasonable costs for Services performed after the termination, as specified in such notice, and reasonable administrative costs of settling and paying claims arising out of the termination of Services under purchase orders or subcontracts except to the extent any products under such purchase orders or subcontracts can be used by Consultant in its business within the thirty (30) days following termination. If requested, Consultant shall substantiate such costs with proof satisfactory to City.

184 Termination for Lack of Appropriations. If, during any year of this Agreement, legislation establishing an Annual Maximum Payment Amount for the following year is not enacted, this Agreement will terminate in its entirety on the last day of the Term for which an Annual Maximum Payment Amount has been legislatively authorized; provided, however, that Task Orders funded out of a previously legislatively authorized Annual Maximum Payment Amount may continue beyond such termination date.

185 Effect of Termination. Unless otherwise provided herein, termination of this Agreement, in whole or in part and for any reason, shall not affect: (a) any liabilities or obligations of either Party arising before such termination or out of the events causing such termination; or (b) any remedies to which a Party may be entitled under this Agreement, at law or in equity. Upon termination of this Agreement, Consultant shall immediately: (i) discontinue Services on the date and to the extent specified in the notice and place no further purchase orders or subcontracts to the extent that they relate to the performance of the terminated Services; (ii) inventory, maintain and turn over to City all Work Product, licenses, equipment, materials, plant, tools, and property furnished by Consultant or provided by City for performance of the terminated Services; (iii) promptly obtain cancellation, upon terms satisfactory to City, of all purchase orders, subcontracts, rentals or any other agreements existing for performance of the terminated Services, or assign those agreements, as directed by City; (iv) comply with all other reasonable requests from City regarding the terminated Services; and (v) continue to perform in accordance with all of the terms and conditions of this Agreement any portion of the Services that are not terminated.

19. Dispute Resolution.

19.1 All disputes under the Contract Documents or concerning Services shall be

resolved under this Section and **Exhibit E**. Both Parties shall continue performing under this Agreement while the Parties are seeking to resolve any such dispute unless, during that time, this Agreement or any Task Order in dispute is terminated or expires. A dispute over payment will not be deemed to preclude performance by Consultant.

192 Applicable Law. The Contract Documents shall be governed by and construed in accordance with the substantive laws of the State of Georgia without regard to its choice of law principles.

193 Jurisdiction and Venue. The Parties hereby submit and consent to the exclusive jurisdiction of the state courts of Fulton County, Georgia or in the United States District Court for the Northern District of Georgia and irrevocably agree that all actions or proceedings relating to this Agreement will be litigated in such courts, and each of the Parties waives any objection which it may have based on improper venue or forum non conveniens to the conduct of any such action or proceeding in such court.

194 Equitable Remedies. The Parties agree that, notwithstanding the provisions of this Section, due to the unique nature of either Party's Confidential Information, there may not be an adequate remedy at law for a breach of the **Section titled "Confidential Information"**, which breach may result in irreparable harm to the non-disclosing Party. Accordingly, in such instance, the non-breaching Party shall be entitled to appropriate equitable relief in addition to whatever remedies it might have at law.

20. General

201 Notices. Any notices under this Agreement shall be in writing and sent to the respective Party at the address on page 1 of this Agreement, or, if applicable, to the City's Department of Procurement at 55 Trinity Avenue, Suite 1790, Atlanta, Georgia, 30303, and shall be deemed delivered: (a) when delivered by hand or courier or by overnight delivery with signature receipt required; (b) when sent by confirmed facsimile with a copy sent by another means specified in this Section; or (c) three (3) days after the date of mailing by United States certified mail, return receipt requested, postage prepaid. Any Party may change its address for communications by notice in accordance with this Section.

202 Waiver. Any waiver by the Parties or failure to enforce their rights under this Agreement shall be deemed applicable only to the specific matter and shall not be deemed a waiver or failure to enforce any other rights under this Agreement, and this Agreement shall continue in full force and effect as though such previous waiver or failure to enforce any rights had not occurred. No supplement, modification, amendment or waiver of this Agreement will be binding on City unless executed in writing by the City Authorized Representative.

203 Assignment. Neither this Agreement, nor any rights or obligations under it, are assignable in any manner without the prior written consent of the other Party and any attempt to do so without such written consent shall be void ab initio.

204 Publicity. Consultant shall not make any public announcement, communication to the media, take any photographs or release any information concerning City, the Services or this Agreement without the prior written consent of City.

205 Severability. In the event that any provision of this Agreement is declared invalid, unenforceable or unlawful, such provision shall be deemed omitted and shall not affect the validity of other provisions of this Agreement.

206 Further Assurances. Each Party shall provide such further documents or instruments required by the other Party as may be reasonably necessary to give effect to this Agreement.

207 No Drafting Presumption. No presumption of any Applicable Law relating to the interpretation of contracts against the drafter shall apply to this Agreement.

208 Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement or which must survive in order to give effect to its meaning, shall survive the expiration or termination of this Agreement.

209 Independent Consultant. Consultant is an independent consultant of City and nothing in this Agreement shall be deemed to constitute Consultant and City as partners, joint ventures, or principal and agent, or be construed as requiring or permitting the sharing of profits or losses. Neither Party has the authority to represent or bind or create any legal obligations for or on behalf of the other Party.

2010 Third Party Beneficiaries. This Agreement is not intended, expressly or implicitly, to confer on any other Person any rights, benefits, remedies, obligations or liabilities.

2011 Cumulative Remedies. Except as otherwise provided herein, all rights and remedies under this Agreement are cumulative and are in addition to and not in lieu of any other remedies available under Applicable Law, in equity or otherwise.

2012 Entire Agreement. The Contract Documents contain the entire Agreement of the Parties relating to their subject matter and supersede all previous communications, representations or agreements, oral or written, between the Parties with respect to such subject matter. This Agreement may only be amended or modified by a writing executed by each Party's authorized representative and each such writing shall be deemed to incorporate the Contract Documents, except to the extent that City is authorized under Applicable Law to issue Unilateral Change Documents. **CONSULTANT MAY NOT UNILATERALLY AMEND OR MODIFY THIS AGREEMENT BY INCLUDING PROVISIONS IN ITS INVOICES, OR OTHER BUSINESS FORMS, WHICH SHALL BE DEEMED OBJECTED TO BY CITY AND OF NO FORCE OR EFFECT.**

2013 Unauthorized Goods or Services. Consultant acknowledges that this Agreement and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the City's Council and approval of the Mayor. Under Georgia law, Consultant is deemed to possess knowledge concerning the City's ability to assume contractual obligations and the consequences of Consultant's provision of goods or services to the City under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility that the Consultant may be precluded from recovering payment for such unauthorized goods or services. Accordingly, Consultant agrees that if it provides goods or services to the City under a contract that has not

received proper legislative authorization or if Consultant provides goods or services to the City in excess of the any contractually authorized goods or services, as required by the City's Charter and Code, the City may withhold payment for any unauthorized goods or services provided by Consultant. Consultant assumes all risk of non-payment for the provision of any unauthorized goods or services to the City, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to the City, however characterized, including, without limitation, all remedies at law or equity.

DRAFT

The Parties hereto by authorized representatives have executed this Agreement as of the Effective Date.

The City of Atlanta

Signature Block Options for Contractor
Corporate Signature:

[Insert Corporate Name]

Mayor

By: _____

Attest:

Name: _____

Municipal Clerk (Seal)

Title: _____

Recommended:

Corporate Secretary/Assistant

Chief Procurement Officer:

Secretary (Seal)

Commissioner:

Limited Liability:

Department of Public Works

[Insert LLC Name]

Approved as to form:

By: _____

City Attorney

Name: _____

Title: _____

Exhibit A

SCOPE OF SERVICES

EXHIBIT A
GENERAL SCOPE OF SERVICES

1.1 BACKGROUND

The City proposes to engage a PMT team to provide, on an as-needed basis, professional Program Management Team Services for various Renew Atlanta projects as broadly described in 2.0 Program Summary below. The Renew Atlanta Bond Program was approved by City of Atlanta voters on March 17, 2015.

The bond program will address Atlanta’s \$1.02B infrastructure backlog – a list of projects identified in the following reports:

1. The 2010 State of the City’s Transportation Infrastructure Report identified approximately \$881M of transportation infrastructure.
2. The 2014 City’s Facility Infrastructure Report identified \$130.8M backlog of projects.

The Renew Atlanta Bond Program will:

- replace street lights to make neighborhoods safer,
- repair and replace bridges to connect communities,
- coordinate traffic lights to reduce congestion,
- install bike lanes and complete streets projects for more transportation options,
- build and repair sidewalks, curbs, and ADA ramps for better pedestrian mobility,
- Upgrade public facilities and parks and recreation areas.

2.1 PROGRAM SUMMARY

The Renew Atlanta Bond Program will include two project classification types. The first classification type is for projects that have citywide impact (“Citywide” projects). The second classification is for projects distributed across the twelve (12) City Council Districts (“Local” projects).

The implementation of the Citywide projects will have a positive impact to the overall safety, quality of life and mobility of the City’s residents, commuters and visitors. Citywide projects include the following categories:

- **Bridges**
 - o Maintenance - removal of an abandoned bridge structure and preventative maintenance activities such as cleaning, painting at other locations;
 - o Replacement - replacement of high priority bridge structures; and
 - o General – bridge and structural improvements including construction of new structures or modifications of bridge components.

- **Complete Streets** – projects on major City maintained roadways in economic development priority areas for multimodal corridor improvements, including, but not limited to pavement replacement, pavement resurfacing, sidewalk repair and installation, streetscape improvement, street lighting, bicycle facility construction, enhanced pedestrian crossings, on-street parking, transit amenities, and other eligible community-oriented enhancements. These types of improvements are identified in the “2010 State of the City’s Transportation Infrastructure and Fleet Inventory Report”, the Connect Atlanta Plan, and the 2011 Comprehensive Development Plan.
- **Major Streets Resurfacing** – resurfacing of high and medium priority arterial, industrial and collector streets, including curb repairs, ADA ramp construction, sidewalk repairs, and sign repairs. These projects include major streets leading to employment centers, commercial districts, shopping destinations, transit, government centers, entertainment districts, hospitals, parks, and other common use areas.
- **Americans with Disabilities Act (ADA)/ Department of Justice (DOJ)** - replacement and installation of ADA ramps to current standard for ADA compliance along streets resurfaced since 1992.
- **Traffic Signals**
 - o Traffic Communication Corridor - upgrades along major thoroughfares to optimize signal operations and communications network to ATCC.
 - o Identified intersections - replacement of traffic signal LED's, cabinet, controller monitor, signal wiring, communications, & timing at the intersection.
 - o Citywide Signal improvements - system wide improvements including equipment upgrades/replacement, timing and communications.
 - o Removal of the DeKalb Avenue reversible lane system.
 - o Upgrade of flashing school zone identification beacons.
- **Facility Upgrades and Maintenance** - Critical maintenance and upgrades to municipal facilities owned by the City, such as recreational facilities, police stations, fire stations, City Hall, and other city buildings.
- **Parks and recreation center** – replacement of the M.L. King Natatorium. The project scope includes design and construction of the new facility.
- **Public Safety Video Integration Center (“VIC”)** – This project entails the installation of cameras throughout the city with direct communication to the VIC.
- **Public Art Program** - Incorporation of public art on selected

Citywide projects and destination locations for tourist and neighborhoods.

Local projects will be selected based on input from each City Council member and are separate from the Citywide projects. It is anticipated that the majority of Local projects will consist of:

- Roadway construction on unpaved roads
- Roadway resurfacing on local streets, including incomplete subdivisions
- Curbing repairs
- Sidewalk repairs
- ADA ramp installation
- Street Light Replacement
- General Projects - Non - transportation projects
 - o Repairs/Upgrades at Police Stations or Fire Stations.
 - o Repairs/Upgrades at other Parks and Recreation centers and Public Works facilities.

3.0 INTENTIONALLY OMITTED

4.0 PROJECT TEAM

- 4.1 The City believes that one of the essential characteristics of a Consultant is its ability to work with the Renew Atlanta organization and others as a team. The City's Infrastructure is the skeleton of the city – the roads, bridges, sidewalks, street lights, traffic lights, city buildings and everything that makes the city function. In that context, the Consultant(s) must demonstrate its/their commitment to the team approach to effect completion of the various projects and assigned tasks within specific time frames, quality and safety standards, and budget requirements.

The City's Renew Atlanta Bond Program team has the responsibility for the implementation, management and successful completion of the Renew Atlanta Bond Program. Renew Atlanta is supplemented by a variety of design consulting firms who assist in managing projects through the Planning, Design, and Construction Administration phases. During the term of the Contract, the Consultant(s) will report directly to the City's designated General Manager and/or designee for the Renew Atlanta Bond Program and members of the City's management team. Additionally the Consultant(s) will interact with a variety of other City consultants such as architects, engineers, planners, and contractors. The City anticipates that certain positions on the Renew Atlanta Bond Program team will be filled by a combination of Consultant and City personnel. The City and the PMT will function as a seamless team with the shared objective of successfully implementing the Renew Atlanta Bond Program

5.0 SERVICES

5.1 Program Management Team Services (PMT).

The City of Atlanta will select a Program Management Team (“PMT”) that will provide staff augmentation support for the Renew Atlanta Bond Program projects. The PMT will be separate from the Annual Architecture and Engineering services and other design and engineering consultants. Work will include program management and other services that require a wide variety of skills and capabilities and will be scalable to meet the needs of the Renew Atlanta program. The term “scalable” in this context implies that the personnel needs of the program may fluctuate widely over time and that there are no guarantees of assignments over any duration. The intent of this contract will be to provide services that will augment Renew Atlanta staff and be responsible for the successful completion of all assigned tasks and projects. Anticipated initial assignments are detailed in the key positions described below. Other related assignments will be determined and incorporated as needs arise.

5.1.1 **PMT Basic Services** –The PMT basic services personnel shall be assigned to the project on a full time basis and work out of offices located at Atlanta City Hall. The PMT Principal-in-Charge will report directly to the Renew Atlanta General Manager concerning the Consultant’s services. The PMT personnel shall assist in the planning, coordination, scheduling and monitoring of the assigned Renew Atlanta Bond Program projects during the planning, design, construction, start-up, commissioning, and close-out phases as requested and authorized by the City’s designated Renew Atlanta General Manager.

5.1.1.1 **Program Management** – The PMT Principal in Charge is responsible for the overall successful delivery of the assigned support services for Renew Atlanta Bond Program projects. The PMT Manager will have overall responsibility for assigning personnel, and the coordination of all PMT staff support tasks and activities to insure the goals and objectives are accomplished within a prescribed time frame and funding parameters, while ensuring safety, promoting diversity and delivering the project scope established by City. The PMT Principal-in –Charge

will:

- 5.1.1.1.1 Direct and manage all business functions of the PMT staff to the extent authorized.
- 5.1.1.1.2 Effectively communicate expectations to team members in a timely and clear fashion.
- 5.1.1.1.3 Have the authority as the Consultant's Authorized Representative to act on the behalf of the Consultant.

5.1.1.1.4 Attributes of the PMT Principal-in-Charge will

include:

- 5.1.1.1.5 Demonstrated experience coordinating, directing and overseeing work of others on multiple, concurrent projects;
- 5.1.1.1.6 Flexibility and adaptability during times of change, and can conform to shifting priorities, demands and timelines;
- 5.1.1.1.7 Reacts to task adjustments and alterations promptly and efficiently;
- 5.1.1.1.8 Strong interpersonal skills; and
- 5.1.1.1.9 Ability to elicit cooperation from a wide variety of stakeholders, including , the general public, community groups, other state, local and federal agencies and authorities, and other City departments.

5.1.1.2 **Pre-Construction Services** - The Consultant shall provide management of the pre-construction process by ensuring that there is a consistency of direction on all project processes and project matters during the planning and design phases.

5.1.1.3 **Construction Management** – The Consultant shall assist the City with the overall successful completion of the construction component of the bond program including the assignment of field engineers and construction inspectors.

5.1.1.4 **Program Safety** - The Consultant shall supplement the City of Atlanta, on an as-needed basis, to implement and execute a safety management plan for the Program that utilizes best practices and is easily expanded to all construction projects and respect contractors.

5.1.1.5 **Contract Services.** Consultant shall provide a construction contracting specialist to assist with construction contracting services and coordinate with the City's Office of Procurement, including the development of bid packages, technical specifications drafting, and development of General and Special Conditions.

5.1.2 **Other PMT Services positions that will be filled by a combination of Consultant and City staff.**

5.1.2.1 **Project Management** - Consultant shall provide Project Managers to assist in the coordination and overall management of the Renew Atlanta Bond Program projects reporting to the Program Management Officer.

5.1.2.1.1 Since project types will vary, Project Managers with differing skill sets and experience will be required to execute and finalize projects according to strict deadlines and within budget.

Project Managers will perform the following:

5.1.2.1.2 Direct and manage project development from concept through closeout.

5.1.2.1.3 Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.

5.1.2.1.4 Develop project implementation and execution plans and associated communications documents.

5.1.2.1.5 Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.

5.1.2.1.6 Liaise with project stakeholders on an ongoing basis.

5.1.2.1.7 Estimate the resources and participants needed to achieve project goals.

5.1.2.1.8 Draft and submit budget proposals, and recommend subsequent budget changes where necessary.

5.1.2.1.9 Where required, negotiate with other department managers for the acquisition of required information or resources. Proactively manage changes in project scope and schedule, identify potential crises, and devise contingency and mitigation plans.

5.1.2.1.10 Define project success criteria and disseminate to involved parties throughout project life cycle.

5.1.2.1.11 Coach, mentor, motivate and supervise project

- team members and contractors and design consultants, and require them to take positive action and accountability for their assigned work.
- 5.1.2.1.12 Conduct pre-project briefings, post-project debriefings, and create recommendations reports (“lessons learned”) in order to identify successful and unsuccessful project elements.
 - 5.1.2.1.13 Ensure all documents processed must at a minimum include the Project number, WBS number, description, subject, document date, document type (including, but not limited to, drawings, specifications, letters, memos, E-mails, meeting minutes, procedures, reports, reviews, contracts, estimates, schedules, submittals, transmittals, RFI’s), to and from parties. Consultant will ensure that Document Control is included on the distribution of all Program related documents.

Attributes of the Project Manager will include:

- 5.1.2.1.14 Experience at working both independently and in a team-oriented, collaborative environment is essential;
- 5.1.2.1.15 Experience with alternative project delivery methods, such as Design-Build and Construction Manager At-Risk
- 5.1.2.1.16 Flexible during times of change; Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities; Reacts to project adjustments and alterations promptly and efficiently.
- 5.1.2.1.17 Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
- 5.1.2.1.18 Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- 5.1.2.1.19 Strong interpersonal skills, including persuasion, encouragement, and motivation, political sensitivity.
- 5.1.2.1.20 Ability to defuse tension among project team members, should it arise, and the ability to bring a project(s) to successful completion through teamwork.
- 5.1.2.1.21 Strong written and oral communication skills.
- 5.1.2.1.22 Adept at conducting research into project-related

issues and products.

- 5.1.2.2 **Utility Coordination** – Consultant shall lead or participate in utility coordination efforts for the program to minimize project delays and conflicts.
- 5.1.2.3 **Field Engineering/Construction Inspection** – Consultant shall supplement City staff to ensure that all construction activities are properly executed.
- 5.1.2.4 **Right of Way/ Land Acquisition** – The Consultant in conjunction with the City of Atlanta will contact, negotiate and finalize the acquisition of all property, right of way and easements required for Renew Atlanta bond program projects.
- 5.1.2.5 **Contracts Administrative Tasks** – Consultant shall assist Renew Atlanta contracts staff in all administrative tasks related to contracts development.
- 5.1.2.6 **Communications and Public Outreach** – Consultant shall assist City of Atlanta Office of Communications and Renew Atlanta Public Involvement Team is executing a proactive public outreach program
- 5.1.2.7 **Program Control Services.** As part of the PMT Services, Consultant shall provide program control (“Program Control”) services that utilize the City’s Program Management Information System (PMIS, a.k.a “ORION”). The Program Controls Manager will evaluate the PMIS system and propose appropriate improvements and enhancements, and assist in the implementation of approved modifications. Consultant may be required to procure as a reimbursable expense sufficient software licenses and maintenance agreements to support ORION.
- 5.1.2.7.1 **Project Controls Management** - implementation and execution of program controls processes and protocols which shall include, but not be limited to:
- The preparation of reports, documents, and data provided through the PMIS that represent an accurate assessment of a Projects current status and of the Work remaining to be accomplished.

- It shall provide a sound basis for identifying variances and problems and for making management decisions.
- Consultant shall adhere to configuration management policies by coding all information in accordance with the approved Program Work Breakdown Structure (“WBS”).
- Consultant shall prepare written reports as detailed herein. All reports shall be in 8 ½” x 11” format and must be transmitted in electronic and hard copy form.
- A monthly Executive Summary (including progress photos) providing an overview of current overall project status, issues and pending decisions, future developments, expected achievements, and any actual or anticipated problems or impacts.
- A monthly Cost Narrative describing the current status of the incurred costs against the approved construction budget, the estimated final Cost of Work at completion, and status of Contract Contingency.
- A monthly Scheduling Narrative summarizing the current status of the Project schedule. This report shall include an analysis of the various project schedules, a description of the critical path, and other analyses necessary to compare planned performance with the Projects actual performance. Recommend possible schedule recovery and impact mitigation actions.
- A monthly Accounting Narrative describing the current cost and payment status of the entire Project. This report shall relate current encumbrances and expenditures to budget allocations.
- Assist in the management, control, preparation and quality control and tracking of Project Information Packages (PIP).
- Other reports set forth and required in the Program Management Plan (PMP).

Consultant will ensure all documents processed must, at a minimum, include the Project number, WBS number, description, subject, document date, document type (including, but not limited to, drawings, specifications, letters, memos, E-mails, meeting minutes, procedures, reports, reviews, contracts, estimates, schedules, submittals, transmittals, RFI's), to and from parties.

5.1.2.8 **Estimating Services.** Consultant shall provide estimating services in support of the Program as a whole. In general, estimates will be developed by project managers, City staff and consultants. The Estimating Manager will review estimates and provide direction. The estimating services shall include, but not be limited to:

5.1.2.8.1 Prepare conceptual and detailed construction estimates based on information provided by others.

5.1.2.8.2 Reviewing Program construction budgets to provide a confidence ranking for that Projects construction budget.

5.1.2.8.3 Review Contractor and design consultant cost proposals (change order proposals and add services) and provide an opinion as to the merit (entitlement and value) of the cost proposal.

5.1.2.8.4 Assist in negotiations with Contractors and design consultants.

5.1.2.9 **Program Scheduling** – Consultant shall work with Project Managers to update project schedules on a bi-weekly basis. Consultant shall indicate project schedule status as “On-schedule”, “Behind schedule” or “At Risk for Delay” based on interaction with the Project Manager. Project schedules will be compatible with Primavera, P6 and Microsoft Project.

5.1.2.10 **Quality Control/Quality Assurance Program** will include, but is not limited to:

5.1.2.10.1 Consultant will develop a provide tools for and to manage PMT, project Consultant and Contractor performance for the best final project outcome.

5.1.2.10.2 Periodic Quality Assurance reviews for a representative sampling of projects, mostly

during the construction phase.

5.1.2.10.3 Continuous Quality Control throughout the development of every project,

5.1.2.10.4 Conversely, a few projects will receive a Quality Assurance review while still in the project development phase. This will occur only for those projects considered to be “high profile” or “high risk.” This type of project is yet to be defined.

5.1.2.11 **Document Controls.** Consultant services may include necessary resources for the establishment, maintenance and operation of a central Documents Control program. Consultant staff will ensure all documents processed include the Project number, WBS number, description, subject, document date, document type (including, but not limited to, drawings, specifications, letters, memos, E-mails, meeting minutes, procedures, reports, reviews, contracts, estimates, schedules, submittals, transmittals, RFI’s), to and from parties. Consultant will ensure that Document Control is included on the distribution of all Program related documents.

5.1.3 **Other Services** - services authorized by task order on an as needed basis for a specific time period or project.

- 5.1.3.1 Appraiser Level 4 & 5
- 5.1.3.2 GIS Specialist
- 5.1.3.3 Two-Man Survey Crew
- 5.1.3.4 Safety Inspector
- 5.1.3.5 Construction Testing.

6.0 CITY’S RESPONSIBILITY

The City shall provide information, as available, regarding requirements for the Renew Atlanta Bond Program Projects including a program, which shall set forth the City’s design objectives, constraints and criteria, including space requirements and relationships, flexibility and expandability, special equipment and systems and site requirements. **Notwithstanding anything contained in this Contract, the City reserves the right, at its sole discretion to enter into architectural, engineering and/or construction management agreements with Consultants other than Consultant and any of its sub consultants named in this Contract. There is no guarantee of any work under this Contract.** The City’s designee will promptly render any decision necessary for the orderly progress of the work. The City will furnish to the Consultant any information or materials in its

possession which relate to a specific project as expeditiously as possible. The City reserves the right to remove from the Program, any personnel employed by the Consultant who is assigned to perform services for the City's Projects.

- 61 PMT Project Personnel (and other staff members as required) shall be assigned to the project on a full-time basis and work out of the Renew Atlanta offices located at City Hall, unless otherwise directed by the Renew Atlanta General Manager. Staffing requirements will be evaluated at a minimum of once a year and adjustments made as needed.

It is expected that the PMT Principal-in-Charge will be required for full time assignment for one year and then will become a part time assignment for the duration of the contract. The PMT Principal-in-Charge will report directly to the City of Atlanta Renew Atlanta Program General Manager. The PMT shall assist in the planning, coordination, scheduling, and monitoring of Renew Atlanta projects as requested and approved by the City.

Exhibit A.1

COMPENSATION/FEE SCHEDULE

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

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 to 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 Renew Atlanta General Manager or designee, as the case may be, or his/her designee. Consultant must provide estimate of travel cost.
24. Travel to Atlanta as needed by Renew Atlanta. Prior request and approval by the Renew Atlanta General Manager or designee, 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 Renew Atlanta General Manager or designee, 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 Renew Atlanta General Manager or 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 Renew Atlanta General Manager or designee.

4. Additional Provisions Concerning Reimbursable Expenses.

- 41 Reimbursable expenses are to be included as part of the Not-To-Exceed fee for each Task Order, and shall not be invoiced separately.
- 42 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.
- 43 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 Renew Atlanta General Manager or designee, 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.
- 44 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**.
- 45 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
Renew Atlanta General
Manager
55 Trinity Avenue, Suite 4350
Atlanta, GA 30303
Attention: Invoice Compliance
Reference: Services Agreement No. **FC-8786**

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 Management Team Services

Note: For Classifications with multiple positions to be filled, please indicate the range of salaries for that specific classification

Project Personnel:

Classification	Actual Salary	Multiplier	Billing Rate
PMT Principal-in-Charge			
Construction Manager			
Pre-Construction Director			
Project Controls Manager			
Estimating Specialist			
Scheduling Specialist			
Contracts Specialist			
Project Controls Specialist			

Civil/Roadway Project Managers			
Scheduling Specialist, Sr.			
Traffic Signals Eng. Manager			
Field Engineer, Sr.			
Contracts Admin Assistant			
Traffic Signals Project Manager			
Facilities Project Manager			
Communications Specialist			

FEE SCHEDULE

Classification	Actual Salary	Multiplier	Billing Rate
Safety Inspector			
Right of Way Specialist			
Utility Coordinator			
Appraiser Level 4			
Appraiser Level 5			
GIS Analyst			
Two-Man Survey Crew			
Construction Inspector			
Construction Materials Testing Leader			

On Call Testing Services:

Classification	Unit Rate	Per Test
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)		

Exhibit A.2

MINIMUM QUALIFICATIONS

Exhibit A.2**Minimum
Qualifications**

Classification		Minimum Years Experience	Minimum Qualifications / Work Experience
PMT Principal-in-Charge		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 infrastructure 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		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.
Pre-Construction Director		15	Registered Professional Engineer in the State of Georgia. Demonstrated responsible charge and experience for all aspects of pre-construction activities including planning, design, right of way acquisition, construction contract specifications development and managing project teams.
Traffic Signals Project Manager		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

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
Civil/Roadway Project Manager		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. Demonstrated Project Management skills/training and experience leading to successful project outcomes.
Estimating Specialist		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, Sr.		10	BS Degree in Engineering or similar field. Leads overall program scheduling function. Works directly with Program Controls Manager to lead schedule development and maintenance for bond projects. Proficient skill level required in both Primavera 6 and MS Project.
Two Man Survey Crew		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 Analyst		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 .

Classification		Minimum Years Experience	Minimum Qualifications / Work Experience
Traffic Signal Engineering Manager		15	BS Degree in Engineering. PE required and PTOE preferred. Demonstrated experience in leading and managing technical staff on the design and construction of multiple traffic related projects inclusive of signal installation, signal upgrades, signal communications, flashing beacon installation and construction. Managed signal network.
Project Controls 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		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.
Field Engineer, Sr.		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.
Facilities Project Manager		6	BS Degree in Engineering or Architecture. PE or RA preferred. Demonstrated experience in the design and construction for projects of multiple building types including municipal facilities, fire and police facilities, and recreation facilities. Demonstrated Project Management skills/training and experience leading to successful project outcomes.

Classification		Minimum Years Experience	Minimum Qualifications / Work Experience
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 Materials Testing Leader		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		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		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.

Classification		Minimum Years Experience	Minimum Qualifications / Work Experience
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.
Communications Specialist		4-6	<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</p>
Scheduling Specialist.		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

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

Classification	Classification Code	Minimum Years Experience	Minimum Qualifications / Work Experience
Contracts Administrative Assistant		5	Demonstrated experience in working in support of design and construction contract documents and specifications. 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. .

**Notes: Overtime for non-exempt employees must be pre-approved by the City of Atlanta on a task order basis.

Exhibit B

Definitions

EXHIBIT B

DEFINITIONS

When used in the Contract Documents, the following capitalized terms have the following meanings:

“Applicable Law(s)” means all federal, state or local statutes, laws ordinances, codes, rules, regulations, policies, standards, executive orders, consent orders, orders and guidance from regulatory agencies, judicial decrees, decisions and judgments, permits, licenses, reporting or other governmental requirements or policies of any kind by which a Party may be bound, then in effect or which come into effect during the time the Services are being performed, and any present or future amendments to those Applicable Laws, including those which specifically relate to: (a) the business of City; (b) the business of Service Provider or Service Provider’s subcontractors; (c) the Agreement and the Contract Documents; or (d) the performance of the Services under this Agreement.

“Charges” means the amounts payable by City to Service Provider under this Agreement.

“City Security Policies” means the policies set forth in **Exhibit D**.

“Code” means the Code of Ordinances for the City of Atlanta, Georgia, as amended.

“Contract Documents” include this Agreement and the exhibits and other documents attached or referenced herein as well as any authorized changes or addenda hereto.

“Facility” or “Facilities” means the physical premises, locations and operations owned or leased by a Party and from or through which Service Provider will provide any Services.

“Force Majeure Event(s)” means acts of war, domestic and/or international terrorism, civil riots or rebellions, quarantines, embargoes and other similar unusual governmental actions, extraordinary elements of nature or acts of God.

“Party” or “Parties” means City and/or Service Provider.

“Person” means individuals, partnerships, agents, associations, corporations, limited liability companies, firms or other forms of business enterprises, trustees, executors, administrators, successors, permitted assigns, legal representatives and/or other recognized legal entities.

“Service Provider Personnel” means and refers to Service Provider employees or subcontractors hired and maintained to perform Services hereunder.

“Third Party” means a Person other than the Parties.

Exhibit C

AUTHORIZING LEGISLATION

If applicable, legislation will be generated once an award is made.

Exhibit D

CITY SECURITY POLICIES

(AS APPLICABLE)

CITY SECURITY POLICIES

SECTION 00001

PART 1 – GENERAL

SCOPE

- A. The Contractor shall be responsible for conducting all work in a safe manner and shall take reasonable precautions to ensure the safety and protection of workers, property and the general public.
- B. All Construction shall be conducted in accordance with the latest applicable requirements for part 1926 of the Occupational Safety and Health Regulations for Construction, as well as any other local, state or federal safety codes and regulations.
- C. The Contractor shall designate a trained and qualified employee who is to be responsible for ensuring that the work is performed safely and in conformance with all applicable regulations.
- D. The Contractor shall determine the safety hazards involved in prosecuting the work and the precautions necessary to conduct the work safely. If the Contractor is unsure as to any special hazards which may be unique to the various processes and facilities at the treatment plant or jobsite, it shall be the Contractor's responsibility to determine such information prior to beginning the work.

SPECIAL REQUIREMENTS – Not Used

SECTION 00002

JOB SITE SECURITY

PART 1 – GENERAL

BARRICADES, LIGHTS AND SIGNALS

- A. The Contractor shall furnish and erect such barricades, fences, lights and danger signals and shall provide such other precautionary measures for the protection of persons or property and of the work as necessary. Barricades shall be painted in a color that will be visible at night. From sunset to sunrise, the Contractor shall furnish and maintain at least one light at each barricade and sufficient numbers of barricades shall be erected to keep vehicles from being driven on or into any work under construction. All barricades must the Manual of Uniform Traffic Control Devices (MUTCD) Standards.
- B. The Contractor will be held responsible for all damage to the work due to failure of barricades, signs and lights and whenever evidence is found of such damage. The Contractor shall immediately remove the damaged portion and replace it at Contractor's cost and expense. The Contractor's responsibility for the maintenance of barricades, signs and lights shall no cease until the project has been accepted by the owner.

SECTION 00003

STORAGE AND PROTECTION

PART 1 – GENERAL

1.1 SCOPE

The work under this section includes, but is not necessarily limited to the furnishing of all labor, tools and materials necessary to properly store and protect all materials, equipment, products and the like, as necessary for the proper and complete performance of the work.

1.2 STORAGE AND PROTECTION

A. STORAGE

1. Maintain ample way for foot traffic at all times, except as otherwise approved by the city representative.
2. All property damaged by reason of storing of material shall be properly replaced at no additional cost to the city.
3. Packaged material shall be delivered in original unopened containers and so stored until ready for use.
4. All material shall meet the requirements of these specifications at the time that they are used in the work.
5. Store products in accordance with manufacturer's instructions.

B. PROTECTION

1. Use all means necessary to protect the materials, equipment and products of every section before, during and after installation and to protect the installed foreign material and damage by water, breakage, vandalism or other causes.
2. Substantially constructed weather tight storage sheds, with raised floors, shall be provided and maintained as may be required to adequately protect those materials and products stored on the site which may require protection from damage by the elements.
3. Replacements: In the event of damage, immediately make all repairs and replacements necessary for the approval of the city representative and at no additional cost to the owner.
4. Equipment and products stored outdoors shall be supported above the ground on

suitable wooden blocks or braces arranged to prevent excessive deflection or bending shall be stored with one end elevated to facilitate drainage.

5. Tarps and other coverings shall be supported above the stored equipment or materials on wooden strips to provide ventilation under the cover and minimize condensation. Tarps and covers shall be arranged to prevent ponding of water.

1.3 EXTENDED STORAGE

In the event that certain items of major equipment such as air compressors, pumps, e.g., have to be stored for an extended period of time, the Contractor shall provide satisfactory long-term storage facilities which are acceptable to the Owner.

SECTION 00004

PART 1 – GENERAL

1.1 PROTECTION OF THE ENVIRONMENT

- A. The Contractor shall be responsible for taking all measures required to minimize all types of pollution associated with the undertaking of the proposed work, and shall abide by the requirements of all governmental agencies having jurisdiction over the work or Contractor's project operations.
- B. The Contractor shall protect all work including but not limited to excavation and trenches, from rain water, surface water and back-up of drains and sewers. The Contractor shall furnish all labor, pumps, shoring, enclosures and equipment necessary to protect and keep the work free of water. Completed work and stored products shall be suitably protected during unseasonable weather to allow work to proceed in a timely fashion. Work planned, or in progress, should be performed to minimize impact of adverse weather conditions.
- C. Any area used or involved in the project that is disturbed by the Contractor, shall be restored to the original or better condition, even though such area is outside the limits of that specified for grading, grassing or landscaping.

SECURITY AND SAFETY

PART 1 – GENERAL

1.1 COMPLIANCE WITH CITY’S SECURITY REQUIREMENTS

- A. Contractor must comply with City’s security requirements for all job sites and CITY facilities. The City shall provide copies to the Contractor.
- B. Contractor must cooperate with City on all security matters and must promptly comply with any project security arrangements established by the City.
- C. It is the Contractor’s obligations to comply with all applicable governmental requirements and regulations and to undertake reasonable actions to establish and maintain secure conditions at any jobsite.

1.2 SECURITY PROGRAM

- A. The Contractor shall comply with the site security program at all times on City facilities.
- B. The Contractor shall maintain the security program throughout the Contract duration.
- C. The Contractor and his subcontractors are wholly responsible for the security of their employees, work areas, and for all their material, equipment and tools at all times.
- D. The Contractor shall provide the owner with a list of 24-hour emergency phone numbers including chain of command.

1.3 ENTRY CONTROL

- A. The Contractor shall restrict entry of unauthorized personnel and employees and vehicles onto the Project site.
- B. The Contractor shall allow entry only to authorized persons with proper City-approved identification.

All Contractors/Subcontractors will be required to have their personnel working at these facilities photographed for an I.D. badge before they start work.

- C. The Contractor shall maintain a current Employee Log of employees performing work on site and a Visitor Log and make the log available to the City upon

request. This log shall be available to the Owner upon request and submitted to the Owner as necessary.

- D. The Contractor shall require all employees performing activities on site to sign the Employee Acknowledgment of Project Site Rules Log included at the end of this Section. All employees, subcontractor employees and lower tier contractor employees will receive a new employee orientation. Signing the Employee Log by the employee is certifying that the orientation training has been received.
- E. The City has the right to refuse access to the site or request that a person or vehicle be removed from the site if found violating any of the safety, security, or conduct rules as outlined.

1.4 BARRICADES, LIGHTS AND SIGNALS

- A. The Contractor shall furnish and erect such barricades, fences, lights, danger signals and other precautionary measures for the protection of persons or property and of the work as necessary.
- B. The Contractor will be held responsible for all damage to the work and any negligence resulting in injuries due to his failure of erecting adequate barricades, signs, lights and safety provisions as required. Whenever evidence is found of such damage, the Contractor shall immediately remove the damaged portion and replace it at the Contractor's cost and expense.
- C. The Contractor's responsibility for the maintenance of barricades, signs and lights shall not cease until the City has been accepted in writing the Project.

1.5 RESTRICTIONS

The Contractor shall not allow cameras on site or photographs taken except with approval of the City.

1.6 CONTRACTOR SAFETY/HEALTH AND SECURITY PLAN

Prior to the performance of any work the Contractor will comply with the specified Safety/Health and Security Plan.

- 1. Basic pre-employment background checks for criminal convictions, veracity of previous employment and education statements, driving record and financial responsibility as applicable to the position. Record of satisfactory drug/alcohol testing for two years will be provided for those

contractor employees with CDL. Proof of citizenship or work status will be provided for each contract employee.

2. Security Education and Awareness training applicable to the job.
3. SOPs for safeguarding City equipment, supplies and property.
4. Certification requested under the SAFETY Act, Homeland Security Act of 2002, if applicable. Provide date and result as requested.
5. Established process for identification of employees PFD including location. Emergency notification procedures.
6. If applicable, procedures for entry permits and badges. Procedures for returning badges upon termination of employment.
7. Anti-terrorism training provided to employees including the state of national alert with appropriate procedures.
8. Emergency evacuation procedures including accounting for employees at a safe haven.
9. Procedures for reporting post-contract criminal convictions and traffic accidents to the Contract Officer or CITY project manager.
10. SOPs for protecting employees when performing required duties off-site including training for reporting accidents, calling for immediate assistance, job reporting procedures and personal duress codes or alarms.

B. It is not the City's responsibility to verify the Contractor's safety plan for the adequacy and compliance of the plan. The plan shall provide:

1. Identify the person(s) responsible for implementation and enforcement of Safety/Health and Security rules and regulations for this contract.
2. Generally address safe work procedures for the activities within the Contractor's scope of work.
3. Included a new employee orientation program, which addresses job and site specific rules, regulations and hazards.
4. Include the Contractor's Drug Free Work Place Policy including substance abuse prevention and testing program.

5. Include provisions to protect all of the Contractor's employees, other persons and organizations that may be affected by the work from injury, damage or loss.
 6. Comply with current Fed/OSHA, Safety/Health and Security Plan, facility safety program (when applicable), and locally accepted safety codes, regulations and practices.
 7. Include a site-specific emergency action and evacuation plan.
 8. Include Hazard Communication/Right To Know Program.
 9. Include security procedures for the Contractor's work, tools, and equipment.
 10. Include the capability of providing the Engineer with documentation to show compliance with their plan, plus accidents and investigation reports.
 11. Address any other contract specific requirement, including the requirements of Section 01011, Unique Requirements of these specifications.
- C. Provide a Job Safety Analysis (JSA) for the scope of work, prior to the start of work.
- D. Review of the Contractor's Safety Plan by the City shall not impose any duty or responsibility upon the City for the Contractor's performance of the work in a safe manner.
- E. The Contractor shall be fully responsible for the safety and health of its employees, its subcontractors and lower tier contractors during performance of its work.
- F. The Contractor shall provide the City with all safety reports, training records, competent person list, and accident reports prepared in compliance with Fed/OSHA and the Project Safety/Health and Security Plan as requested.

1.7 PROJECT SAFETY COORDINATOR

- A. The Contractor shall be responsible for the safety of the Contractor's and Engineer's employees, the City's personnel and all other personnel at the site of the work caused by their operations.
- B. If applicable, the Contractor shall have a Project Safety Coordinator, as required under GC-18, Paragraph F.

- C. The Project Safety Coordinator shall ensure compliance with all applicable health and safety requirements of all governing legislation.

1.8 PROJECT SAFETY/SECURITY REQUIREMENTS OF THE CONTRACTOR

- A. It is the responsibility of the Contractor to ensure that all articles of possible personal or monetary value found by Contractor's employees are turned in to the appropriate Facilities Manager.
- B. The Contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.
- C. Should the Contractor dismiss employees who have been given access to CITY facilities while the contract is in force, the Contractor will advise the CITY Security office.
- D. The City may request the Contractor to immediately remove from the premises and/or dismiss any employee found unfit to perform duties due to one or more of the following reasons:
 - 1. Neglect of duty, absenteeism, security or safety problems and sleeping on the job.
 - 2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
 - 3. Theft, vandalism, immoral conduct of any other criminal action.
 - 4. Selling, consuming, possessing, or being under the influence of intoxicants, alcohol, or illegal substances, which produce similar effects while on duty.
 - 5. Vehicle accident while on City property or driving City equipment. No employee, Contractor, or Subcontractor will be extended privileges to drive City equipment on City property if driving privileges have been withdrawn by the State of residence.
- E. All employees shall be required to sign in and out on a designated log sheet. All employees shall be required to sign in and out on a designated log sheet.
- F. All employees shall be required to wear at all times in an observable location, above the waist, on outer clothing, appropriate photo I. D. badges to be furnished

by the Contractor and approved by the City.

- G. Prior to the beginning of each workday, the Contractor shall file with the Department Security representative a list of all employees to be used at the work site. Employee names will be checked using this list and a State or Contractor issued photo I. D. card at the entry gates. Employees not named on the list or without appropriate identification will not be allowed entry.
- H. No one under age sixteen is permitted on the premises after normal working hours. Contractor's employees are allowed on premises only during the specified hours and only when working on this contract. No Contractor employee will be allowed on the premises when not specifically working on this contract at predetermined times and dates.

1.9 EMPLOYEE ACKNOWLEDGEMENT OF THE PROJECT SITE RULES

- A. All employees and agents of the Contractor must adhere to and abide by the contract documents and project rules.
- B. By Signing this Employee Log, I acknowledge that I understand and agree to abide by the project rules outlined below.

I further acknowledge that I have been briefed on specific hazards, hazardous substances that are on-site and the site emergency action procedure.

C. PROHIBITED ACTIVITIES:

1. Unauthorized removal or theft of CITY property
2. Violation of safety or security rules or procedures
3. Possession of firearms or lethal weapons on jobsite
4. Acts of sabotage
5. Destruction or defacing CITY property
6. Failure to use sanitary facilities
7. Failure to report accidents or job related injuries
8. Being under the apparent influence of drugs, alcohol or other intoxicants or in possession of drugs, alcohol or other intoxicants on the property
9. Wearing shorts or tennis shoes on the jobsite
10. Failure to wear a hardhat/safety glasses as required by law.
11. Gambling at any time on the project
12. Fighting, threatening behavior, or engaging in horseplay on the project
13. Smoking in unauthorized areas on the project
14. Open fire cooking or making unauthorized fires on project property
15. Selling items or raffles without authorization
16. Use of unauthorized cameras on the project

17. Use of radio or television in the construction area
18. Failure to park personal vehicle in authorized parking area
19. Failure to wear designated identification [Site Specific]
20. Failure to use designated gates
21. Use or storage of unauthorized chemicals or substances on site.

I have read, understand and agree to abide by the PROJECT SITE RULES. Furthermore, I understand failure to abide by these rules is grounds for being denied access to the project site. I have received a personal copy for my use and reference.

(END OF SECTION)

Exhibit E

DISPUTE RESOLUTION PROCEDURES

EXHIBIT E
DISPUTE RESOLUTION PROCEDURES

If Service Provider contends it is entitled to compensation or any other relief from City or if there are any disagreements over the scope of Services or proposed changes to the Services, Service Provider shall, without delay and within three (3) days of being aware of the circumstances giving rise to Service Provider's claim, provide written notice of its claim to City. If Service Provider fails to give timely notice as required by this subsection or if Service Provider commences any alleged additional work without first providing notice, Service Provider shall not be entitled to compensation or adjustment for any such work to the extent timely notice was not provided. Such notice shall include sufficient information to advise City of the circumstances giving rise to the claim, the specific contractual adjustment of relief requested and the basis for such request. Within ten (10) days of the date that Service Provider's written notice to City is required under this subsection, Service Provider shall submit a Proposed Change Document relating to the claim meeting the requirements of Subsection 5.3.2 of this Agreement.

The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Service Provider and City each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Services.

If a dispute or disagreement cannot be resolved informally Service Provider Authorized Representative and Authorized City Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such dispute or disagreement. Prior to any meetings between the Authorized Representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement.

If City and Service Provider are still unable to resolve their dispute, each agrees to consider submitting such dispute to mediation or other acceptable form of alternate dispute resolution.

Appendix A

Office of Contract Compliance Requirements

Appendix B

INSURANCE AND BONDING REQUIREMENTS

APPENDIX B
INSURANCE & BONDING REQUIREMENTS
FC-8786 Program Management Team Services

A. Preamble

The following requirements apply to all work under the agreement. Compliance is required by all Contractors/Consultants. **To the extent permitted by applicable law, the City of Atlanta (“City”) reserves the right to adjust or waive any insurance or bonding requirements contained in this Appendix B and applicable to the agreement.**

1. Evidence of Insurance Required Before Work Begins

No work under the agreement may be commenced until all insurance and bonding requirements contained in this Appendix B, or required by applicable law, have been complied with and evidence of such compliance satisfactory to City as to form and content has been filed with City. Contractor/Consultant must provide City with a Certificate of Insurance that clearly and unconditionally indicates that Contractor/Consultant has complied with all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement. 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. In accordance with the solicitation documents applicable to the agreement at the time Contractor/Consultant submits to City its executed agreement, Contractor/Consultant must satisfy all insurance and bonding requirements required by this Appendix B and applicable by law, and provide the required written documentation to City evidencing such compliance. In the event that Contractor/Consultant does not comply with such submittal requirements within the time period established by the solicitation documents applicable to the agreement, City may, in addition to any other rights City may have under the solicitation documents applicable to the agreement or under applicable law, make a claim against any bid security provided by Contractor/Consultant.

2. Minimum Financial Security Requirements

All companies providing insurance required by this Appendix B must meet certain minimum financial security requirements. These requirements must conform to the ratings published by A.M. Best & Co. in the current Best's Key Rating Guide - Property-Casualty. The ratings for each company must be indicated on the documentation provided by Contractor/Consultant to City certifying that all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement have been unconditionally satisfied.

For all agreements, regardless of size, companies providing insurance or bonds under the agreement must meet the following requirements:

- i) Best's rating not less than A-,
- ii) Best's Financial Size Category not less than Class VII, and

- iii) Companies must be authorized to conduct and transact insurance contracts by the Insurance Commissioner, State of Georgia.
- iv) All bid, performance and payment bonds must be underwritten by a U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason is or becomes unsatisfactory to City, City will notify Contractor/Consultant in writing. Contractor/Consultant must promptly obtain a new policy or bond issued by an insurer acceptable to City and submits to City evidence of its compliance with these conditions.

Contractor/Consultant's failure to comply with all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement will not relieve Contractor/Consultant from any liability under the agreement. Contractor/Consultant's obligations to comply with all insurance and bonding requirements set forth in Appendix B and applicable to the agreement will not be construed to conflict with or limit Contractor/Consultant's/Consultant's indemnification obligations under the agreement.

3. Insurance Required for Duration of Contract

All insurance and bonds required by this Appendix B must be maintained during the entire term of the agreement, including any renewal or extension terms, and until all work has been completed to the satisfaction of City.

4. Notices of Cancellation & Renewal

Contractor/Consultant must, notify the City of Atlanta in writing at the address listed below by mail, hand-delivery or facsimile transmission, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Agreement and Appendix B that concern the proposed cancellation, or termination of coverage.

Enterprise Risk Management
68 Mitchell St. Suite 9100
Atlanta, GA 30303
Facsimile No. (404) 658-7450

Confirmation of any mailed notices must be evidenced by return receipts of registered or certified mail.

Contractor/Consultant shall provide the City with evidence of required insurance prior to the commencement of this agreement, and, thereafter, with a certificate evidencing renewals or changes to required policies of insurance at least fifteen (15) days prior to the expiration of previously provided certificates.

5. Agent Acting as Authorized Representative

Each and every agent acting as Authorized Representative on behalf of a company affording coverage under this contract shall warrant when signing the Accord Certificate of Insurance that specific authorization has been granted by

the Companies for the Agent to bind coverage as required and to execute the Acord Certificates of Insurance as evidence of such coverage. City of Atlanta coverage requirements may be broader than the original policies; these requirements have been conveyed to the Companies for these terms and conditions.

In addition, each and every agent shall warrant when signing the Acord Certificate of Insurance that the Agent is licensed to do business in the State of Georgia and that the Company or Companies are currently in good standing in the State of Georgia.

6. Certificate Holder

The **City of Atlanta** must be named as certificate holder. All notices must be mailed to the attention of **Enterprise Risk Management at 68 Mitchell Street, Suite, 9100, Atlanta, Georgia 30303.**

7. Project Number & Name

The project number and name must be referenced in the description section of the insurance certificate.

8. Additional Insured Endorsements Form CG 20 26 07 04 or equivalent

The City must be covered as Additional Insured under all insurance (except worker's compensation and professional liability) required by this Appendix B and such insurance must be primary with respect to the Additional Insured. **Contractor/Consultant must submit to City an Additional Insured Endorsement evidencing City's rights as an Additional Insured for each policy of insurance under which it is required to be an additional insured pursuant to this Appendix B. Endorsement must not exclude the Additional Insured from Products - Completed Operations coverage. The City shall not have liability for any premiums charged for such coverage.**

9. Mandatory Sub-Contractor/Consultant Compliance

Contractor/Consultant must require and ensure that all subContractor/Consultants/subconsultants at all tiers to be sufficiently insured/bonded based on the scope of work performed under this agreement.

10. Self Insured Retentions, Deductibles or Similar Obligations

Any self insured retention, deductible or similar obligation will be the sole responsibility of the contractor.

A. Workers' Compensation and Employer's Liability Insurance

Contractor/Consultant must procure and maintain Workers' Compensation and Employer's Liability Insurance in the following limits to cover each employee who is or may be engaged in work under the agreement. :

Workers' Compensation. **Statutory**

Employer's Liability:

Bodily Injury by Accident/Disease **\$1,000,000 each accident**
Bodily Injury by Accident/Disease **\$1,000,000 each employee**
Bodily Injury by Accident/Disease **\$1,000,000 policy limit**

B. Commercial General Liability Insurance

Contractor/Consultant must procure and maintain Commercial General Liability Insurance on form (CG 00 00 01 or equivalent) in an amount not less than **\$1,000,000 per occurrence subject to a \$2,000,000 aggregate**. The following indicated extensions of coverage must be provided:

- Contractual Liability
- Broad Form Property Damage
- Premises Operations
- Personal Injury
- Advertising Injury
- Fire Legal Liability
- Medical Expense
- Independent Contractor/Consultants/SubContractor/Consultants
- Products – Completed Operations
- Additional Insured Endorsement* (primary& non-contributing in favor of the City of Atlanta)
- Waiver of Subrogation in favor of the City of Atlanta

C. Commercial Automobile Liability Insurance

Contractor/Consultant must procure and maintain Automobile Liability Insurance in an amount not less than **\$1,000,000** Bodily Injury and Property Damage combined single limit. The following indicated extensions of coverage must be provided:

- Owned, Non-owned & Hired Vehicles
- Waiver of Subrogation in favor of the City of Atlanta

If Contractor/Consultant does not own any automobiles in the corporate name, non-owned vehicle coverage will apply and must be endorsed on either Contractor/Consultant's personal automobile policy or the Commercial General Liability coverage required under this Appendix B.

D. Professional Liability Insurance

Contractor/Consultant shall procure and maintain during the life of this contract Professional Liability Insurance in an amount of **\$1,000,000** per occurrence and annual aggregate. The policy will fully address the Contractor/Consultant's professional services associated with the scope of work contained in this document. The policy will include at least a three year Extended Reporting Provision.

END OF DOCUMENT

