



## CITY OF ATLANTA

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ATLANTA, GA 30303  
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Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

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

Kasim Reed  
Mayor

April 28, 2016

### INTERESTED PROPONENT:

**Re: FC-8774, Planning Support Services at Hartsfield-Jackson Atlanta  
International Airport**

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

For additional information, please contact the following personnel for the respective solicitation: FC-8774, Jessica A. Boston, Contracting Officer, at (404) 330-6903, or via email at [jaboston@atlantaga.gov](mailto:jaboston@atlantaga.gov).

Sincerely,

Adam L. Smith

ALS:jab



**Addendum No. 1**

**Re: FC-8774, Planning Support Services at Hartsfield-Jackson Atlanta International Airport**

April 28, 2016

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This Addendum forms a part of the Request for Proposal and modifies the original solicitation package as noted below and in the attached documents:

- Answers questions received from prospective proponents and modified the Request for Proposal as described in the attached documents.

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Bids are due **Wednesday, May 11, 2016**, and should be time stamped no later than 2:00 p.m. EST on this day, and delivered to the address below:

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

.....

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



**Addendum No. 1**

**Re: FC-8774, Planning Support Services at Hartsfield-Jackson Atlanta International Airport**

April 28, 2016

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**Acknowledgement of Addendum No. 1**

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

\_\_\_\_\_  
Legal Company Name of Respondent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE  
PROJECT NUMBER FC-8774, PLANNING SUPPORT SERVICES**

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

- 1. Question:** Page 2, Item 4.5. Please clarify the limitations on who can pursue Planning Support Services. Based on the answers received in the pre-proposal meeting, please confirm that JV partners of FC-7744, FC-5801, and FC-6684 can participate as a subconsultant on Planning Support Services.

**Answer:** *DOA – P & D JV partners of the named contracts in Question No. 1 can participate as a subconsultant on Planning Support Services subject to the terms of the Services Agreement, including but not limited to Section 6.7.1.*
- 2. Question:** Page 16, Item 4 requests 1 original and 10 copies of the cost proposal. Page 18, Item 6.5 requests 1 original and 8 copies of the cost proposal. Please clarify the number required.

**Answer:** *Please see revisions to page 16, Part 2; Contents of Proposals/Required Submittals, Item 4, Employee Classifications/Actual Billing Rates Volume III, attached to this Addendum No 1.*
- 3. Question:** Page 17, Item 6.4 requires submittal format to be 8 ½" x 11". Can a limited number of 11" x 17" pages be included for exhibits? (organizational chart, graphics, etc.)?

**Answer:** *Yes.*
- 4. Question:** Services Agreement Section 9.2 and Section 20.14 both set Professional Standards for these services; however, Section 9.2 includes the phrase "...in well managed operations.." which could imply a standard above industry standard performance impacting insurability, and is in conflict with 20.14. Please clarify that 20.14 establishes the standard of care for this agreement.

**Answer:** *Section 20.14 provides the Standards of Performance Applicable to Services, as indicated in the Services Agreement. Section 9.2 provides Consultant's Representations and Warranties as to its Professional Standards, as indicated in the Services Agreement.*
- 5. Question:** To demonstrate compliance with EBO goals, should the M/FBE joint venture participants be included in Form EBO-3 for self-performed work?

**Answer:** *Yes, all subcontractor work should be reported in the EBO form #3.*
- 6. Question:** Please provide the RFP number for the last Planning contract awarded.

**Answer:** *The Project Number is FC-5233.*
- 7. Question:** Please provide the number of years the current Planning contract has been in place.

**Answer:** *The current Planning contract has been in place over four years.*
- 8. Question:** When does the current contract expire?

**Answer:** *The current contract expires in November 8, 2016.*



**THE FOLLOWING ARE CHANGES AND/OR MODIFICATIONS TO THE PROPOSAL DOCUMENTS:**

**1. REVISION TO PART 2; CONTENTS OF PROPOSALS/REQUIRED SUBMITTALS**

**Delete:** Section 4. Employee Classifications/Actual Billing Rates Volume III, in its entirety.

**Replace With:** *4. Employee Classifications/Actual Billing Rates Volume III. 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.2: 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 2.4 below. (Submit one (1) stamped "Original" and eight (8) 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.*

**2. REVISION TO PART 4; REQUIRED SUBMITTALS REQUIRED, FORM 1 SUBCONTRACTOR AFFIDAVIT**

**Delete:** Form 1, "Subcontractor Affidavit", in its entirety.

**Replace With:** Revised Form 1, "Subcontractor Affidavit", attached to this Addendum No 1.



**REVISED FORM 1**  
**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-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 for \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and \_\_\_\_\_ (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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-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 Sub-Subcontractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

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 \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

