



CITY OF ATLANTA

Kasim Reed
Mayor

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

June 3, 2016

Dear Potential Proponents:

Re: FC-8828 Comprehensive Transportation Plan Update.

Attached is one (1) copy of **Addendum Number 4**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mrs. Teresa Slayton, Contracting Officer, CPPB, CISM, CPP, CPPM, GCPM, GCPA at (404) 865-8757 or by email at tslayton@atlantaga.gov.

Sincerely,

A handwritten signature in blue ink that reads "Adam L. Smith".

Adam L. Smith

ALS/ts

cc: Mr. Jonathan Lewis



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ADDENDUM NO. 4

This Addendum No. 4 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **Revised Due Date:** Tuesday, June 14, 2016, at 2:00 P.M. EDT.
- **Attachment No. 1: Answer to Questions (22 Questions)**
- **Changed Item: Part I, Instructions to Proponents, Section 8.1; Proposal Guarantee:** Section 8.1; Proposal Guarantee is hereby waived.

All questions and inquiries concerning this project should be directed in writing to Teresa Slayton, CPPB, CISM, CPP, CPPM, GCPM, GCPA, Contracting Officer, Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303 or questions may be e-mailed to tslayton@atlantaga.gov or by eFax to (404) 979-7356.

The Proposal due date HAS been modified and Proposals are due on Tuesday, June 14, 2016 and must be time stamped in no later than 2:00 P.M. EDT and delivered to the address listed below:

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

****All other pertinent information is to remain unchanged****



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Acknowledgment of Addendum No. 4

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 4 **FC-8828 Comprehensive Transportation Plan Update** on this the _____ day of _____, 20____.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date



ATTACHMENT I

Question 1:

Would the City consider eliminating the requirement of a Proposal Bond? Professional Services firm have Professional Liability Insurance and are not required to have bonding capabilities.

Answer: The Proposal Guarantee requirements have been waived.

Question 2:

If a firm or consultant(s) is on the City's A&E schedule as a Prime, JV or sub to provide engineering services, would it be a conflict of interest to propose on the planning of projects that would be ultimately design by the City's A&E firms or consultant(s)?

Answer: No.

Question 3:

The RFP requires resumes to be included in response to 3.2.2. and also in response to 3.2.4. Should resumes be duplicated in both sections, or only included in one place or the other?

Answer: The proponent must provide resumes in Section 3.2.2. In Section 3.2.4, please reference the resumes provided in Section 3.2.3.2.

Question 4:

3.2.4.2.12 (Include a back-up personnel plan) appears to be a requirement for the reference letter. Is this actually a subsection of the Overall Experience section, and not a part of the reference letter?

Answer: Proponents do not need to include a back-up personnel plan in their reference letters; however, the proponent must provide a back-up personnel plan in Section 3.2.3.3. and in Section 3.2.4.2.12.

Question 5:

In reference to the five-page limit mentioned on page 4 – paragraph 3.2.2.2: Does the five-page limit apply only to our response to paragraph 3.2.2.2?

Answer: The five-page limit only applies to Section 3.2.2.2.

Question 6:

A back-up personal plan is required in response to both Page 4 – paragraph 3.2.3.3 and Page 6 – paragraph 3.2.4.2.12. Should our plan be duplicated in both sections, or only included in one place or the other?

Answer: See response to Question#4.

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Question 7:

Please confirm that the only form from Part 4 that our subconsultants must submit is the IIREA Subcontractor Affidavit and that the remainder of the forms applies to the Proponent (prime) only.

Answer: Page 1 of 3, No.7 applies.

Question 8:

Please confirm that a Project Architect is NOT required for our team for this CTP.

Answer: Confirmed.

Question 9:

Please confirm that a Program Manager is NOT a required position for our team for this CTP.

Answer: Confirmed.

Question 10:

Are graphics, tables and organization chart exempt from the 12-point font/double-space requirement?

Answer: No.

Question 11:

Regarding the requirement for reference letters found on Page 6 – paragraph 3.2.4.2.7, we may have approximately 20 personnel included on our team organization chart. Are we required to provide two letters for each of those personnel? Or can the letters of reference be submitted only for project leadership/critical team members?

Answer: See Addendum No.3, Item#3.2.4.2.7.

Question 12:

Please clarify the relevant project experience required in the RFP on Page 5 – paragraphs 3.2.4.2.1, 3.2.4.2.2, and 3.2.4.2.3. As the prime, do we need to provide 5 projects from across the US, PLUS 8 projects in Georgia, PLUS 8 projects in Atlanta area? (total of 21 projects) Do all 8 projects for the Georgia requirement (paragraph 3.2.4.2.2) have to be outside of the Atlanta area?

Answer: See Addendum No.3, Item# 3.2.4.2.1, 3.2.4.2.2, and 3.2.4.2.3.

Please do not use a project as an example more than once. Projects in metro Atlanta may serve as an example project from Georgia. Projects from metro Atlanta or Georgia may serve as an example project from the US.



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Question 13:

Would you confirm whether SECTION 00002-4 (pages 110-120 of the RFP) are applicable to this solicitation as they look related to construction services and not related to the services requested in this RFP.

Answer: Sections 00002-00004 (pages 110-120 of the RFP) do not apply to this RFP. They are related to construction services.

Question 14:

The GDOT website also states that DBE certification does not contain an expiration date; firms remain certified until/unless de-certified. Thus we may not have an expiration date to include on forms DBE-2 and DBE-3. Is this acceptable?

Answer: Yes. However, it is the responsibility of each bidder to ensure that they are utilizing bonifide DBE subcontractors.

Question 15:

GDOT no longer provides annual certification letters to DBE firms; the DBE directory on their website is used to confirm a firm's status. At the pre-proposal meeting, it was stated that these letters are required. Will it be acceptable to include their DBE information on forms DBE-2 and DBE-3 without providing a letter?

Answer: Yes, bidders will be allowed to include their DBE subcontractor's information on form DBE-2 and DBE-3 without providing a certification letter.

Question 16:

Please confirm, as stated at the pre-proposal meeting, that the Letter of Intent in Appendix A should be completed for all firms on our team, and not just DBE firms.

Answer: Yes, the Letter of Intent in Appendix A should be completed for all subcontractors on your respective teams (not just the DBE firms).

Question 17:

Will the City remove the requirement for a performance bond?

Answer: There is no performance bond required for this RFP.

Question 18:

Our insurance broker, Dealey Renton and Associates, has let us know that the only form of insurance confirmation they can provide is the ACORD form or endorsement forms approved by the State, and they cannot sign the Form 4.1 included in the RFP. If proponent is unable to submit Form 4.1, will it automatically be deemed non-responsive?

Answer: The Required Submittal forms must be fill out in their entirety and signed, notarized, and sealed with the corporate seal (if applicable), as required per each form's instructions.

Question 19:

Would you confirm that there is a 5% proposal bond requirement for this RFP?

Answer: Please refer to Question#1's answer.



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Question 20:

Should Exhibit A.1 Cost Proposal and Appendix A (OCC forms) be submitted together as the Cost Proposal document, as indicated in page 2 – paragraph 3.1.2.2? Or are the OCC forms to be submitted in Volume II of the Informational Proposal, as indicated on the Required Proposal Submittal Check Sheet?

Answer: No. Please refer to Section 3.1.2.2.1. for submitting the Exhibit A-Cost Proposal and refer to the Required Proposal Submittal Check Sheet for submitting the OCC forms.

Question 21:

Should our Certificate of Authority to do business in Georgia be submitted twice? – 1. Attached to the Contractor Disclosure Affidavit and 2. As the last item of Volume II, as per the Required Proposal Submittal Check Sheet?

Answer: Please refer to the Required Proposal Submittal Check Sheet, Volume II for submitting Authority to Transact Business in Georgia.

Question 22:

Would you confirm whether there are 100% payment/performance bonds with respect to this RFP? Proponent believes the scope of services to be primarily planning, whereas bonding is typically required of construction/contractor related services.

Answer: There are no bonding requirements for this RFP.

