



CITY OF ATLANTA

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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

May 27, 2016

Dear Potential Proponents:

Re: FC-8917, Program Management System

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

For additional information, please contact Ms. Joyce Webb, Contracting Officer, at (404) 330-6893 or by email at jnwebb@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS/jnw



ADDENDUM NO. 2

This Addendum No. 2 forms a part of the Request for Proposals (“RFP”) and modifies the original solicitation package and any prior addenda as noted below and is issued to incorporate the following:

1. **Attachment No. 1:** Responses to 34 Questions.
2. **Revision:** Part 2, Contents of Proposal/Required Submittals, remove the word “suggested” in every instance where it precedes a page maximum. Also, for each reference to a maximum page limit, add the following language: “(If additional pages are necessary, please include in Appendix E and label as appropriate)”.
3. **Revision:** Part 5; Draft Professional Services Agreement, replace Section 2.1 and 2.2 with the following:
 - 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 one (1) additional one (1) year term according to the following procedure:
4. **Revision:** Part 1; Instruction to Proponents, replace Section 7: Proposal Guarantee, in its entirety with the following: “Proposal Guarantee not applicable to this RFP”.
5. **Revision:** Part 1; Instruction to Proponents, Section 26: Other Solicitations, delete the 2nd sentence in its entirety.
6. **Revision:** Part 2; Contents of Proposal/Required Submittals, Section 3.2.5 Management plan, delete section 3.2.5.2.5 in its entirety.
7. **Revision:** Part 2; Contents of Proposal/Required Submittals, Section 3.2.3 Experience and Qualifications of Key Personnel, delete subsection 3.2.3.2.1 in its entirety.
8. **Revision:** Part 1; Instructions to Proponents, Section 25 Conflict or Interest, replace subsection (a.) in its entirety with the following: “Any individual Joint Venture partner of a joint venture constituting the makeup of the Consultant under this Agreement shall not be permitted to provide services, as a Service Provider, Joint venture partner, contractor/subcontractor, consultant/subconsultant, for any Task Orders or Work Authorizations involving Service performed under any of the following Contracts: FC-7383 Architectural, Design and Engineering Services, Contracts A, B, C, D, E and F; and Program Construction and Management Support Services under the Department of Public Works Renew Atlanta Program”.



9. **Revision:** Part 2; Contents of Proposal/Required Submittals, Section 3.3 Proposal Labor Fee Schedule, Delete the following sentence in the first paragraph: “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”.
10. **Revision:** Appendix A; Office of Contract Compliance Requirements, delete all references to the AWDA program including the forms, starting from the First Source Jobs Program Policy Statement until the end of Appendix A as it does not apply to this solicitation.
11. **Revision:** Part 2; Contents of Proposal/Required Submittals, Section 3.2.5 Management Plan, add the following:
 - 3.2.5.3 Proponents approach to Customer Service Improvement.
 - 3.2.5.4 Proponents approach to Innovation in System/Program/Project Development.
12. **Attachment No. 2:** Revised Fee Schedule (Revised 5/27/16).
13. **Addition:** Part 1; Instruction to Proponents, add the following for Section 28: “The City reserves the right to reject any Fee Schedule the prices of which appear to be unbalanced, and to reject any or all unit prices, or parts thereof, if it determines, in its sole discretion, that such rejection is in the best interest of the City. Where only a single responsible and responsive Proposal is received, the City may in its sole discretion, elect to conduct a price or cost analysis of the Fee Schedule. Such Proponent shall cooperate with such analysis and provide such supplemental information as may be required. The determination whether to enter into an Agreement with such sole Proponent shall be solely within the City’s discretion and not dependent upon performance of a price or cost analysis.”

The last day for questions was Thursday, May 19, 2016 at 5 P.M. EDT.

The Proposal due date has NOT been modified and Proposals are due on Thursday, June 30, 2016 and should be time stamped in no later than 2:00 P.M. EDT and delivered to the address listed below:

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

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



FC-8917, Program Management Services

Addendum No. 2

May 27, 2016

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Acknowledgment of Addendum No. 2

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

This is to acknowledge receipt of Addendum No. 2 for **FC-8917, Program Management Services** on this the _____ day of _____, 20____.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date



ATTACHMENT NO. 1

RESPONSES TO 34 QUESTIONS

1. In the RFP, there is a suggested page limit for the various sections. Is the number you give the maximum number of pages that can be submitted?

Answer: See Addendum No. 2, Item # 2.

2. The RFP states in section 3.2 that the proposal sections have a 'suggested' maximum page limit. Is this a 'suggestion' or a 'requirement' for the number of pages for each section?

Answer: See response to Question 1.

3. I cannot find the term of this contract. Can you state the term of the contract and if there will be any renewal periods after the initial term is satisfactorily completed?

Answer: See Addendum No. 2, Item # 3.

4. The RFP nor the draft contract give a contract term for this procurement. Does the City have a time limit developed for this procurement.

Answer: See response to Question 3.

5. Item 2 of the Draft Contract does not specific a contract period or renewal period. Will the City specify these time periods in an addendum?

Answer: See response to Question 3.

6. With the Memorial Day holiday, is there any chance that the due date could be extended so we can spend a little more time preparing for this very important submittal?

Answer: Please refer to Addendum No. 1.

7. Will the City consider extending the RFP due date until Tuesday June 28, 2016? An RFP of this magnitude will require significant resources to develop a meaningful well prepared response. The time allotted is not sufficient.

Answer: See response to Question 6.

8. I would like to know if the City would accept/permit the parties (one of them being an Atlanta registered minority firm) to submit as equal members of a Limited Liability Company to meet the Joint Venture requirements of this RFP.

Answer: No. There must be a distinct majority and minority interest holder in every joint venture (JV). If the minority/female owned firm is the majority interest holder in the JV, the self-performing work of that firm cannot be credited toward the subcontractor participation goals. Additionally, their JV would not be credited with containing at least one certified minority or female JV partner (which may render the JV team non-responsive).

9. Would an LLC be okay if the minority/female owned firm is a minority shareholder/member of the LLC? There apparently are two issues as far as I can tell. The first being the form of business entity permitted and the second being what percentage of ownership the minority/female owned firm has (which I understand from the email below that the minority/female owned business must have an ownership interest less than 50%).

Answer: Teams interested in submitting proposals for FC-8917 must enter into a joint venture (JV) with at least one certified minority and/or female business enterprise. The JV team must submit a written JV agreement that includes, at a minimum, the guidelines outlined at the bottom of page 5 of Appendix "A" of the solicitation document. Interested teams may not substitute a teaming agreement or an LLC in lieu of a JV agreement."

10. Will the Bellwood Quarry Project in which PC/Russell is the CMAR be under the scope of work?
I am following up under the conflict of interests paragraph.

Answer: Yes. This work is contemplated to be a part of this scope (FC-8917), however it is not definitive.

11. I was reviewing the bid for FC 8917, and I don't quite understand why bidders are required to have a bond in the amount of 100,000? And what type of insurance are we supposed to have? Errors and omissions? It would seem that assisting in watershed services wouldn't require those amounts and types of insurances.

Answer: See Addendum No. 2, Item # 4.

12. The RFP requires a proposal bond. This is typical for a construction type project but highly unusual for a professional services procurement. The City recently issued the RFP for the Renew Atlanta Bond Program with the same requirement for a proposal bond and through addendum removed the proposal bond requirement. We would like the City to remove this proposal bond requirement. Will the City strike the proposal bond requirement?

Answer: See response to Question 11.

13. Section 7.2 of the Instructions state the successful selected joint venturer will be required to provide a performance and payment bond for the annual amount of the contract. Neither Exhibit B nor the Draft Contract make mention that the selected joint venture team is to have a payment and performance bond equivalent to the total contract value. Is there a requirement for performance and payment bonds?

Answer: No. See response to Question 11.

14. Item 26 of the Instructions is very broad in scope in restricting the successful proponent from submitting on other on demand contracts. This statement would preclude the successful proponent from pursuing on demand contracts at the airport for example. Is that the intent of this clause to preclude the successful proponent from any further work at the City or just work that might conflict with the Watershed Management work? Item 9 of the Draft Contract indicates the successful proponent is excluded from pursuing work that is in conflict with other Watershed Management initiatives.

Answer: See Addendum No. 2, Item # 5.

15. Part 2, Section 3.2.4 states that the proponent is to present 3 projects that ‘demonstrating capabilities and qualifications in all areas identified below....’ The areas identified below are very broad. Can the proponent present more than 3 projects so as to detail all the areas identified.

Answer: Yes. However, since this is a Program Management contract, the JV should put forth its best three (3) projects that exemplify their team’s ability to demonstrate mastery of the numerous scope tasks. Other projects may be added and referenced in an Appendix, keeping in mind the maximum page limits stipulated.

16. Exhibit A.1, Section 4.2 indicates that all expenses (defined in Sections 2 and 3) shall be submitted at cost. Section 6 of the scope of work indicates that personnel will be staged at City owned facilities. Exhibit A.2 asks the proponent to detail an administrative markup as part of the fee proposal. What is the City’s definition of an ‘administrative markup’?

Answer: Only core personnel expected to be full-time or near full-time will be located at City offices. Other key personnel who may be needed for short-term, intense assignments that are full-time or near full-time for a period will also be provided space at City offices; save for attendance at meetings and workshops held at the City offices or plant sites. See Addendum No. 2, Item # 12.

17. We respectfully request the City to provide a Procurement Schedule beyond the proposal submittal, so we can plan accordingly for a Presentation date.

Answer: The City does not disclose procurement schedules. If a presentation is required as per Part 1; Instructions to Proponents, Section 20 Oral Presentations and Demonstrations, all responsive Proponents will be notified.

18. Per RFP Part 3, Evaluation of Proposals – There is some confusion on the evaluation points in scoring. The RFP notes 10 points for Proposal Labor Fee Schedule presented in Exhibit A.2 page 1 of 3. However, per RFP Part 2: Contents of Proposals / Required Submittals – 3.3 Proposal Labor Fee Schedule, it states, “The billing rate is not a factor in the selection criteria, and therefore, will not be used in the evaluating the Proposals or determining the successful Proponent.” Please clarify

Answer: See Addendum No. 2, Item # 9.

19. Are the points awarded in the proposal phase of the selection phase combined with the points awarded during the presentation phase of the selection process for a final cumulative score?

Answer: See Part 3; Evaluation of Proposals of the RFP. There is no combining of points for the two phases you identified.

20. Per RFP Part 2: Contents of Proposals / Required Submittals – 3.2.5 Management Plan, items 3.2.5.2.2 and 3.2.5.2.5 are identical. Can we treat this as a typo and submit the information once within our response to 3.2.5?

Answer: Yes. See Addendum No. 2, Item # 6.

21. Per RFP Part 2: Contents of Proposals / Required Submittals – in item 3.2.2.2, it states that the “Proponent must provide an organizational chart to include the JV organizational structure, including JV management team, DWM mandated positions in PMS/DWM structure, plus any ‘bench strength’ that may be available for possible expansion of Services in the future...” We respectfully request a copy of the PMS/DWM structure in order to accurately complete our response.

Answer: The reference is to the Key and Core employees as defined in that section. We are asking the Proponent to provide a chart reflecting the team to be submitted that the Proponent believes best address the requirement.

22. Per RFP Part2: Contents of Proposals/Required Submittals – Item 3.2.3 Experience and Qualifications of Key Personnel does not have a page limit indicated like the other “Tab in Volume 1” sections do. Please provide page limit for this section.

Answer: See Part 2; Contents of Proposals/Required Submittals, Section 3.2.3.5 of the RFP.

23. Is there a defined term for the contract?

Answer: See response to question 3.

24. Is there an estimated value of the contract?

Answer: The City does not disclose project estimates to the public.

25. Would the City consider selecting more than one team?

Answer: The City does not anticipate awarding to multiple Proponents, however per Part 1; Instructions to Proponents, Section 24, the City reserves at its sole discretion, the option to do so.

26. Are the City’s current demand services firms ineligible to compete for this contract?

Answer: See response to Question 14.

27. Would the City consider an extension on the proposal due date?

Answer: See Response to question 6.

28. The RFP states the proponents for this procurement cannot team with the Renew Atlanta Bond Program Consultant. As of the time this question is being submitted, the Renew Atlanta Bond Program Consultant has not been selected. How are the proponents to know who they cannot team with as the Renew Atlanta Bond Program Consultant?

Answer: See Addendum No. 2, Item # 8.

29. In Part 1, Section 7 of the RFP, please clarify if one (1) \$100,000.00 Proposal Guarantee Bond is acceptable in the name of the Joint Venture (JV); or if each proponent of the JV must provide a separate proposal guarantee bond for a total of two (2) \$100,000.00 bonds

Answer: Please see response to Question 11.

30. In Appendix B – Insurance and Bonding Requirements of the RFP, there is no information regarding any requirement for performance and payment bonds to be provided by the successful proponent. Please confirm if the successful proponent will be required to provide a performance and payment bond(s) and the specific requirements set forth in the bond form.

Answer: Confirmed. Please see Appendix B in the RFP.

31. In the RFP Section 4.4 of Exhibit A.1, it states, “The City does not allow Consultant to receive a markup on sub consultant payments as the management and administration of sub consultant is contained in Consultant multiplier and resources allocated in an executed Task Order.” Therefore, please confirm whether the City will accept more than one Exhibit A2 Fee Schedules; one for the JV and one for each sub consultant included on the JV’s team.

Answer: No.

32. In Part 1, Section 13.1: For readability and ease of presentation, is it acceptable to single space tables/matrices within the Informational Proposals?

Answer: Yes.

33. In Part 1, Section 13.1: For readability and ease of presentation, is it acceptable to reduce the font to 10 pt. for tables/matrices within the Informational Proposals?

Answer: Yes.

34. In Appendix A – Office of Contract Compliance requirements, in the section entitled Joint Venture Participation on City of Atlanta Projects, it states: “A joint venture may submit its agreement to the Office of Contract Compliance for pre-approval no later than fourteen (14) calendar days prior to the date set for receipt of bids on an Eligible Project. Otherwise, agreements must be submitted on or before the day set for receipt of bids on an Eligible Project.” The specific requirements of a Joint Venture Agreement are further described in Appendix A. It is not customary for proposed joint ventures to submit a completed joint venture agreement with all commercial terms and conditions prior to receipt of award of a project or bid. Therefore, we respectfully request that the City accept a Joint Venture Team Agreement, in lieu of a Joint Venture Agreement, with the Joint Venture’s submittal of its Technical Proposal in response to the subject RFP. Please confirm that submittal of a Joint Venture Teaming Agreement will suffice for the Technical proposal submittal.

Answer: As stated on page 6 of Appendix A of the solicitation document, interested teams must consist of a joint venture (JV) with at least one certified minority and/or female business enterprise (M/FBE). Each JV team member must sign a JV agreement which will be included in the proposal submission at the bid due date. The JV agreement must at a minimum, contain the guidelines listed at the bottom of page 5 of Appendix A of the solicitation document. The Office of Contract Compliance will strictly enforce the JV requirements outlined in Appendix A.

ATTACHMENT NO. 2

REVISED FEE SCHEDULE

(REVISED 5/27/16)

REVISED FEE SCHEDULE (Revised 5/27/16).

Exhibit A.2

Program Management Services

Key Personnel:

Labor Category	Hourly Billable Rates
Program Director	
Program Manager	
Professional 8	
Professional 7	
Professional 6	
Professional 5	
Professional 4	
Professional 3	
Construction Mgr.	
Cost Estimator	
Designer 4	
Designer 3	
Designer 2	
Designer 1	
Office Manager	
Total Hourly Billable Rates	
Please provide the below	
Multiplier Rates Used	

REVISED FEE SCHEDULE (Revised 5/27/16).

Exhibit A.2

PMS LABOR CATEGORIES AND QUALIFICATIONS

Labor Category	Education	Minimum Experience (Yrs)	Professional Requirements	Supervisory Role
Program Director	BS Engineering or appropriate field	20 yrs related professional experience. Managed at least 2 programs for water or wastewater assets with value greater than or equal to \$25M per year.	Licensed P.E.	Oversight and responsibility for entire program. Ultimate contact/advisor to DWM Commissioner.
Program Mgr	BS Engineering or appropriate field	20 yrs related professional experience. Managed at least 4 programs and or projects for water or wastewater assets with value greater than or equal to \$10M per year.	Licensed P.E.	Supervises Deputy PM's and Task Managers. Serves in advisory role to senior DWM Management.
Professional 8	BS Engineering or appropriate field	15 yrs related professional experience.	Licensed P.E.	Deputy Program Manager or provides unique experience critical to program task.
Professional 7	BS Engineering or appropriate field	10 yrs professional experience.	Licensed P.E. if performing engineering function	Task Mgr supervising team of > 5 persons; or provides critical experience.
Professional 6	BS Engineering or appropriate field	8 yrs professional experience.	Licensed P.E. if performing engineering function	Task Mgr supervising team of < 5 persons; or provides critical experience.
Professional 5	BS Engineering or appropriate field	5 yrs professional experience.	Licensed P.E. if performing engineering function	Supervise specific activities but with no permanent staff.
Professional 4	BS Engineering or appropriate field	3-4 yrs professional experience.	Licensed P.E. not required	Non-supervisory role.
Professional 3	BS Engineering or appropriate field	0-3 yrs professional experience.	Licensed P.E. not required	Non-supervisory role.
Construction Mgr	BS Engineering or appropriate field	8 yrs professional experience.	Licensed P.E.	Manages construction project or small teams.
Cost Estimator	BS Engineering or appropriate field	8-10 yrs experience.	CCP – Certified Cost Professional Designation	Nonsupervisory role.

REVISED FEE SCHEDULE (Revised 5/27/16).

Exhibit A.2

Labor Category	Education	Minimum Experience (Yrs)	Professional Requirements	Supervisory Role
Designer 4	Associate degree or high school graduate with relevant experience	12 yrs experience with Associate degree; 15 yrs experience without Associate degree.	Experienced user of technical software (GIS, CADD, Scheduling, Modeling) and or graphics software	Non-supervisory role-coordinates technical activities for projects.
Designer 3	Associate degree or high school graduate with relevant experience	6 yrs experience with Associate degree; 8 yrs experience without Associate degree.	Experienced user of Microsoft Office software or other relevant software applications	Non-supervisory role -- performs with minimum supervision.
Designer 2	High school graduate	6 yrs experience.	None defined	Non-supervisory role - performs with general supervision.
Designer 1	High school graduate or equivalent	0-6 yrs of clerical, drafting or relevant experience.	None defined	Non-supervisory role - performs with general supervision.
Office Manager	High school graduate or equivalent	8 yrs of relevant administration experience.	Experienced user of Microsoft Office software	Supervises the activities of clerical and other support staff.