



## 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](mailto:asmith@atlantaga.gov)

Kasim Reed  
Mayor

July 15, 2016

### INTERESTED PROPONENT:

**Re: FC-9000, 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 projects.

For additional information, please contact the following personnel for the respective solicitation: FC-9000, 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-9000, Planning Support Services at Hartsfield-Jackson Atlanta  
International Airport**

July 15, 2016

Page 2

This Addendum forms a part of the Request for Proposals and modifies the original solicitation package as noted below:

- **Questions and answers (attached).**
- **Due date changed from Wednesday, July 20, 2016 to Wednesday, July 27, 2016.**

Proposals are due **Wednesday, July 27, 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-9000, Planning Support Services at Hartsfield-Jackson Atlanta  
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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.

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Legal Company Name of Respondent

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Signature of Authorized Representative

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Title

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Date



Addendum No. 1

FC-9000, Planning Support Services at Hartsfield-Jackson Atlanta International Airport

Questions and Answers

<b>1.</b>	<b>Page 2, Item 4.5:</b> Please clarify the limitations on who can pursue Planning Support Services. Specifically, please reconfirm direction provided under the prior solicitation (FC-8774) that JV partners of FC-7744, FC-5801, and FC-6684 can participate as a subconsultant on Planning Support Services.
<b>Answer</b>	<b>The prior solicitation (FC-8774) is canceled. Please review the RFP for clarifications on what entities are eligible for award of FC-9000. Regarding potential subconsultant participation in FC-9000 by joint venture members of the prime consultant(s) on existing contracts FC-7744, FC-5801 (A-C), and FC-8468, please review the applicable Services Agreement as well as Part 1, Section 18 and Part 5, Section 6 of the Form of Services Agreement, regarding Conflicts of Interest.</b>
<b>2</b>	<b>Page 15, Item 4:</b> This requests 1 original and 10 copies of the cost proposal. Page 17, Item 6.5 requests 1 original and 8 copies of the cost proposal. Please verify the number required.
<b>Answer</b>	<b>Please provide 1 original and 10 copies of the cost proposal, as indicated on Page 15, Item 4 of Part 1 of the RFP.</b>
<b>3</b>	<b>EBO Letter of Intent/role concurrence letter:</b> Please advise whether the role concurrence letter noted on page 10, Item 2.2.3, for all essential subcontractors and the EBO Letter of Intent for M/FBEs on page 133 are the same letter, or whether they are two separate letters. If the same, and use of the M/FBE Letter of Intent format is required, please clarify the following:  <ul style="list-style-type: none"><li>a. Is the letter to be completed for non-F/MBE team members?</li><li>b. The letter suggests that Prime or JV partners would also complete the form. Is this the intent?</li><li>c. The table format suggests that specific project scope elements, roles and fees should be provided; however, as an on-call contract, no specific scope items have been defined. Is it permissible to list the anticipated type of work to be performed by the firm, and expected percentage given that there is no total dollar value planned?</li><li>d. As this is an on-call contract and not a bid or scoped services, determining an exact dollar value (as asked for in Column 3 of the table) is problematic and dependent on assignments received from the DOA. Our intent would be to only provide the role/work type and percentage information in this table.</li></ul>
<b>Answer</b>	<b>The Letter of intent form is located in Appendix A (Office of Contract Compliance section of the solicitation document) though similar, the Appendix A Letter of Intent form is</b>

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FC-9000, Planning Support Services at Hartsfield-Jackson Atlanta International Airport

Questions and Answers

	<p>separate different from the 2.2.3 document. Please be sure to adhere to both documents/requirements.</p> <ul style="list-style-type: none"><li>a. The Prime contractor must submit a Letter of Intent for <u>all</u> subcontractors.</li><li>b. All subcontractors must sign the Letter of Intent forms which will be included in the JV team proposal submission.</li><li>c. Because there is no define scope under this contract, proponents should show a commitment as to the required minimum M/FBE goals.</li><li>d. Refer to answer c above.</li></ul>
4	In an effort to be more environmentally sensitive, may we have permission to double-side some of the bulkier attachments to be contained in Volume II?
<b>Answer</b>	<b>No.</b>
5	Is there a page limit to the main RFP?
<b>Answer</b>	<b>There is no page limit to the main RFP, except as otherwise indicated.</b>
6	During the proposal meeting, the question of the percentages of MBE and FBE indicated that this percentage is exclusive of the Joint Venture partner's percentage. Is this correct? Does the MBE/FBE firm of the JV Team count towards the total M/FBE goal of 34.7%?
<b>Answer</b>	<b>The self-performance of the certified minority interest holder (MBE/FBE) in the Joint Venture can be counted towards the MBE/FBE goal.</b>
7	If a sub is registered as both MBE and FBE, do they need to be in only one category for distribution of work effort? 26.5% MBE & 8.2% FBE (34.7%).
<b>Answer</b>	<b>A proponent MBE/FBE subcontractor can only be counted in one category. Proponents must identify which of the two categories the MBE/FBE subcontractor will be utilized.</b>
8	Are the MBE and FBE percentage goals a minimum, and will greater percentages be considered favorably?
<b>Answer</b>	<b>Although, higher percentages is encourage there is no extra credit for having higher percentages.</b>
9	Section 2.4: Is this experience list confined to four Airports only, or can more airports be included?
<b>Answer</b>	<b>In Part 2, Section 2.4, the number of narrative descriptions demonstrating capability and</b>

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Questions and Answers

	<b>qualifications is limited to four (4) projects.</b>
<b>10</b>	Will the City of Atlanta require the JV Team to carry property insurance if no office is located on Airport property?
<b>Answer</b>	<b>The proponent shall procure and maintain Property Insurance only if applicable such as office space on airport property. Including cubicles, trailer, storage unit, etc.</b>
<b>11</b>	Please clarify statement made at the Pre-Proposal Conference meeting concerning listing the City of Atlanta as an additional holder and insured under the JV Team insurance.
<b>Answer</b>	<b>City shall be covered as an <u>Additional Insured</u>, as its interest may appear, under any and all insurance required pursuant to this Agreement, and such insurance shall be primary and non-contributory with respect to the <u>Additional Insured</u>. However, this requirement does not apply to Workers' Compensation or Professional Liability Insurance.</b>
<b>12</b>	Is the "Proponent" just the JV Team members, or can it include sub-consultant companies?
<b>Answer</b>	<b>The proponent is the Joint Venture (JV) team submitting a proposal for this RFP. The JV team is considered the prime proponent.</b>
<b>13</b>	Item #18 on Page 6, Prohibition on Future Contracts: Is information required to demonstrate this by team members in the RFP? And if yes, is a statement from each acceptable?
<b>Answer</b>	<b>No information is required at this time.</b>
<b>14</b>	Without knowing the actual budgets for the Planning tasks and the exact scope of work, how will the "Letter of Intent" forms be addressed if a dollar value is not known?
<b>Answer</b>	<b>Please view answer to question #3 C.</b>
<b>15</b>	If a MBE or FBE status of a consultant is pending, how should this be addressed in the documentation?
<b>Answer</b>	<b>A proponent will received credit for using a subcontractor under pending status. The subcontractor should be addressed in the form as pending.</b>
<b>16</b>	It is understood from the Pre-Proposal meeting that the Insurance and Bonding described in Exhibit D required for the submittal is to come from the Joint Venture and not the individual firms. Is this correct?
<b>Answer</b>	<b>If the proponent is an entity (e.g., corporation, limited liability company, etc.) or a partnership (e.g., general partnership, limited partnership, <u>joint venture</u>, etc.) then the</b>

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Questions and Answers

	<b><u>proponent shall tender insurance certificates and bonds in the name of proponent's entity or partnership as the primary insured.</u></b>
<b>17</b>	Will the awarded team also be considered with the City of Atlanta's OCIP?
<b>Answer</b>	<b>FC-9000 is a Non-OCIP project.</b>

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

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

**DELETE:** Section 6.4., in its entirety.

**REPLACE WITH:** *Section 6.4. A Proponent is required to submit **one (1) original and ten (10) copies** of its Proposal. Each Proposal must be submitted on 8½" x 11" typed pages, using 12–point font size and such pages must be inserted in a standard three-hole ring binder (**Volumes 1 and 2 must be contained in a separate single 3 ring binder**). Each Proposal must contain an index and separate sections for each of the sections set forth in Section 2 of Part 2 of this RFP.*

**DELETE:** Section 6.5, in its entirety.

**REPLACE WITH:** *Section 6.5. A Proponent is required to submit, in a separate, sealed envelope, clearly marked "Cost Proposal", **one (1) stamped original and ten (10) copies** of its Cost Proposal with its Information Proposal.*