



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

Kasim Reed
Mayor

July 13, 2016

Dear Potential Proponents:

Re: FC-9034, On-Street Parking Management Program

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

For additional information, please contact Krista A. Morrison, Esq., at (404) 865-8709 or by email at kamorrison@atlantaga.gov.

Sincerely,



Adam L. Smith

ALS/kam



FC-9034, On-Street Parking Management Program

Addendum No. 1

July 13, 2016

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ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package as noted below and is issued to incorporate the following:

- 1) **Extension of Proposal Due Date:** The Proposal due date has been extended to **Wednesday, August 10, 2016, at 2:00 P.M. EDT;** and
- 2) **Responses to Questions:** Total of twenty-four (24) questions pertaining to the proposal format and the Office of Contract Compliance Requirements, attached hereto as Attachment No. 1. Responses to questions pertaining to the Scope of Services will be provided in a subsequent addendum.

The Proposal due date HAS been modified and Proposals are due on Wednesday, August 10, 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-9034, On-Street Parking Management Program

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Acknowledgment of Addendum No. 1

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 response 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 **FC-9034, On-Street Parking Management Program, Addendum No. 1** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Attachment No. 1
Questions and Answers

Questions and Answers

- 1) Will you accept a flash drive instead of a CD? Can the bid/proposal be submitted on a thumb drive instead of a CD?

Answer: Please note that each Proponent is required to submit **in hard copy** one (1) stamped original, and ten (10) copies of its Informational Proposal and Revenue Proposal. The additional digital copies may however be submitted on flash drive instead of a CD.

- 2) We do not have to provide the Certificate of Bonding Ability form (Form 4.2), correct?

Answer: Correct.

- 3) Is the 5% proposal bond, the 5% of \$7MM (Or amount of revenue we guarantee)

Answer: A Proposal Guarantee is required in the amount of 5% of the Proponent's **total Revenue Proposal amount**.

- 4) Is the contract negotiable / can we submit exceptions?

Answer: Proponents may submit any exceptions to the Draft Professional Services Agreement within Volume II of their proposal.

- 5) There is no place identified to list exceptions/assumption. Can the Proponent list them as an attachment to the cover letter?

Answer: Proponents may submit exceptions within Volume II of their proposal

- 6) Part 1; Sec. 3.2.1.2.4 on page 7 – The second half of the litigation disclosure is unclear. Are you looking for litigation only involved with the City of Atlanta, or any litigation in general?

Answer: The question refers both to litigation with the City, and any litigation arising from work in progress or completed during the past five (5) years.

- 7) Where should the Trade Secret Affidavit be included in the proposal response? Should it be included in the Redacted copy only or in main response as well? Should it be included in Volume II?

Answer: The Trade Secret Affidavit may be included in Volume II of the proposal.

- 8) The RFP States 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. Please confirm that Form 1, Page 3 of 3 Subcontractor Affidavit is not required with proposal submission.

Answer: Confirmed.

- 9) The RFP restricts page size to 8 ½ X 11 inch paper. For complex documents like Microsoft Project plans and architecture diagrams, may Bidders use larger paper folded down to 8 ½ X 11 inch size?

Answer: Yes.

- 10) The RFP requires Bidders to respond using 12-point font. May Bidders use a smaller, still readable font for the following: headers and footers, requirement text, exhibits, graphics, and tables?

Answer: Yes.

- 11) Please confirm that the font requirement does not apply to Volume II which includes all of the required forms.

Answer: Confirmed.

- 12) Several requested documents/samples do not comply with font restrictions and they are not available in a native MS Office format for font adjustments. Please confirm that it is permissible to submit those documents as is.

Answer: Confirmed.

- 13) Does the City want all three Volumes on one CD, or one CD with the Informational Proposal, Volume I and II and one CD with the Revenue Proposal and the same for the redacted version?

Answer: Each Proponent must submit one duplicate copy (CD One) and one redacted copy (CD Two) of its entire proposal. If the entire proposal will not hold on the same CD or flash drive, you may submit multiple CDs or flash drives. Please ensure that the items are marked clearly.

- 14) Should the Informational Proposal and Revenue Proposal be submitted on separate CDs?

Answer: See Response #13.

- 15) Confirm OCC Forms and the Joint Venture Agreement goes at the end of Volume II of our Information Proposal.

Answer: Confirmed.

- 16) Given the length of our audited financial statements, can Bidders provide these documents in electronic format only?

Answer: No; physical copies of all documents must be submitted. However, Proponents may submit three (3) copies of their supporting financial statements in a separate envelope within the proposal package, rather than including the statements within each of the ten (10) required copies of the Informational Proposal.

17) Is there a specific place where the City prefers responses to the Scope of Services Requirements from Exhibit A? Can the proponent include responses to these requirements in the same tabbed section as the Transitional and Ongoing Management Plan?

Answer: The information requested from Proponents in their proposals is detailed within Part 2: Contents of Proposals of the RFP. That section also details where responses should be included.

18) What is the EBO goal for this contract?

Answer: The EBO Goal for this project includes a Joint Venture with at least one certified minority and/or female business enterprise at the prime contractor level and 26.5% AABE, APABE, HABE and 8.2% FBE participation at the subcontractor level.

19) Do subcontractors need to submit a proposal or is that required only for primary contractors?

Answer: Only the prime contractor is required to submit a proposal for this project.

20) Please confirm that the Diversity Firm Termination/Substitution Acknowledgement Form on page 104 of the RFP is for information only and is not required to be submitted with the proposal.

Answer: It is not necessary to submit the Termination/Substitution form with your proposal. The Termination/Substitution form must only be submitted if you are making changes to your certified minority and/or female business enterprise (M/FBE) participation plan.

21) Is the City looking for a formal certificate of incorporation identifying a new entity created for the sole purpose of performing the work outlined in the RFP, or is the City looking for the equivalent of teaming agreements that signify a commitment to include FBEs throughout the duration of the project?

Answer: The City of Atlanta is requiring a joint venture (JV) agreement which includes at least one city certified minority and/or female business enterprise. It is not necessary for the JV agreement to include a formal certificate of incorporation identifying a new entity created for the sole purpose of performing the work outlined in this RFP. Do not over think the process of crafting a JV agreement by creating an elaborate agreement which is registered with the Secretary of State. The JV agreement is required for this project only! Please remember that Teaming agreements will not be accepted in lieu of JV agreements.

22) Is the required Joint Venture Agreement one consolidated agreement for the entire team, or a separate agreement between the prime and each sub-contractor?

Answer: The Joint Venture (JV) agreement should be crafted to include each member of the JV team (prime level). Subcontractors should not be included in this document.

23) Please confirm that the only form required to be executed by each subcontractor is the Covenant of non-discrimination (EBO-1) and the Letter of Intent.

Answer: Each subcontractor must sign a Letter of Intent (which will be included in the prime contractor's proposal submission).

24) Please confirm that the Joint Venture Information Pre-Award Review- EBO Document is it for Informational purposes only. If it is required with the proposal should it be included in Volume II of our Information Proposal?

Answer: Any Joint Venture (JV) team may take advantage of the City's pre-award review process by submitting its draft JV agreement for review by the Office of Contract Compliance (OCC). The draft JV agreement must be submitted to OCC at least 14 days prior to the proposal due date. Upon final review OCC will share its recommendations regarding any changes to the draft JV agreements. Firms may accept or decline the OCC recommendations as they see fit. However, final JV agreements must contain the twelve components listed on page 5 of Appendix A.

Please note that the final JV agreement must be included within the proposal, and should be included in Volume II along with the required Office of Contract Compliance EBO forms.