



CITY OF ATLANTA

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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

September 23, 2016

Dear Proponents:

**Re: FC-9121: 2016 Economic Impact Study 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 Mr. Joseph Lockett, Contracting Officer at (404) 330-6698, or via e-mail at JLockett@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS:jdj



Addendum No. 1

**Re: FC-9121, 2016 Economic Impact Study at Hartsfield-Jackson
Atlanta International Airport**

September 23, 2016

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This Addendum forms a part of the Request for Proposal and modifies the original solicitation package and any prior addenda as noted below.

- Revision to Technical Specification. Part 5 Service Agreement – Exhibit A Scope of Services. Delete Task No. 10 and Replace revised Task No. 10 (page 72).

- Questions and Answers.

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Proposals are due **Wednesday, October 19, 2016**, must be time stamped in no later than 2:00 p.m., and must be delivered to the address below:

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

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



Addendum No. 1

**Re: FC-9121, 2016 Economic Impact Study at Hartsfield-Jackson
Atlanta International Airport**

September 23, 2016

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Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with Proposals 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. 1 for **FC-9121, 2016 Economic Impact Study at Hartsfield-Jackson Atlanta International Airport** on this the _____ day of _____, 2015.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date



PART 5: SERVICES AGREEMENT

Addendum #1 Task 10 Revisions (Pg. 72)

Task 9: Prepare Draft Technical Report

In this task a draft technical report shall be prepared for Department of Aviation (DOA) review and approval. The draft report will detail the year 2016 impacts of ATL and shall include at a minimum, not only a detailed description of the impacts measured as described in Tasks 1 through Task 8 above, but also a detailed description of the methodology. The draft report shall include graphs, charts, tables and maps, as well and other graphics to aide in the clear presentation of the findings of the study. All versions of draft report shall be transmitted electronically. The consultant team will also be required to present the draft findings to select airport staff and senior management.

Deliverables:

Provide up to four electronic versions of the draft report, incorporating all changes as specified by DOA or their designee.

Task 10: Prepare Final Technical Report

A final Technical Report shall be prepared and submitted for DOA review and approval. The report will be illustrated using clearly understood graphs, charts, tables and maps that present the findings of the study. The layout of the report shall be custom and professionally designed.

Deliverables:

- Twenty-five (25) color printed copies of the approved final Technical Report shall be produced
- **In addition, 100 Flash Drives shall be produced with custom labels. Each Flash Drive shall include the final Technical Report and the Executive Summary document in PDF format.**
- Consultant shall transmit a copy of the report in an easily navigable PDF format, as well as in Microsoft Word format.

Task 11: Executive Summary and PowerPoint Presentation

A. Develop Executive Summary

The distribution of the report findings to stakeholders is an important part of this project. To assist in disseminating the findings of the study an Executive Summary shall be prepared for public distribution. The Executive Summary shall be professionally custom designed for ATL and shall include up to 16 pages and shall be printed in four colors. Consultant Team shall work closely with the Department of Aviation and their designee during this process.

Three to four initial layout schemes shall be prepared by the consultant for DOA consideration. Upon receipt of DOA comments an additional layout scheme may be requested. An initial draft version of the narrative, figures and tables shall be prepared and submitted for DOA review. Up to three revisions of a draft executive summary shall be created by the consultant team.

**PROJECT NUMBER FC-9121, 2016 ECONOMIC IMPACT STUDY, AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT
ADDENDUM #1**

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

DOA:

Question: For budgeting, it is useful to define printing specifications for the technical report, as well as the executive summary. We assume these specifications will be different for each of the two documents. Can you provide printing specifications for each document, such as number of colors, bleeding/not bleeding, quality of paper, preferred binding, and trim size? Can you also provide specifications for desired CD packaging? Will the Airport supply photographs, as needed for the documents?

Answer:

- *The Technical Report shall be printed on 8 ½" x 11" size paper and pages are to be printed double-sided. The report will shall be illustrated using clearly understood color graphs, charts, tables and maps that present the findings of the study. The layout of the report shall be custom and professionally designed.*
- *The Technical Report shall be spiral bound and include a durable, heavy-weight glossy front and back cover. The cover shall have a similar look to that of the cover of the Executive Summary (font type and color story).*
- *During the process of the development of the Executive Summary the City of Atlanta Department of Aviation will expect the consultant to provide creative ideas as to the look and feel of the Executive Summary. This includes type of paper and unique size.*
- *The Executive Summary shall be printed on high quality paper and be a four color print.*
- *The Executive Summary shall have saddle stitch binding.*
- *The consultant shall be responsible for developing all graphics for both the Technical Report and the Executive Summary.*
- *The City of Atlanta Department of Aviation will provide any photographs needed which are specific to Hartsfield-Jackson Atlanta International Airport. The consultant shall purchase and provide all other photographs needed.*
- *For reference the 2013 Executive Summary can be found at:
http://one.atl.com/docs/BusinessInformation/Reports/ATLEISExecSummaryBrochure_Final.pdf*
- *Regarding printing of CD's – Please see change in Scope of Work.*

Question: Will the City consider optional tasks outside a base cost proposal?

Answer: *The Proponent shall provide a cost proposal based on the Tasks identified in the Scope of Work identified in the RFP. In addition, the Proponent may propose additional tasks. The cost and scope for any additional tasks must be provided on a separate page.*

Question: Do you require that the “Proponent’s Executive and Management Organizational Chart” (section 2.4, page 14) include all staff envisioned for this project or just management staff?

Answer: The Organizational Chart shall include all executive and management staff, as well as other key staff, necessary to successfully execute this project. Example: Resumes for positions such as a “Passenger Survey Data Collectors” are not necessary; however, the resume for the “Passenger Survey Data Collection Manager” would be required.

Question: Will the city consider changes in the order of tasks and deliverables? For example, calibrating economic models is critical for Task 4 through Task 6. However, delivery of models may not be as useful until the results of Tasks 4-6 are approved by the Airport and the models are calibrated with the results as well as the multipliers and economic factors.

Answer: Yes, the City will consider changes in the order of tasks and deliverables. The Proponent shall describe, in detail, their approach to providing all required scope and deliverables.

Question: Can resumes be submitted for other staff in addition to staff filling the key personnel roles listed in Section 2.3 (page 13)?

Answer: Resumes are to be provided for all Executive and Management positions, as well as other Key Personnel directly involved in the project.

OCC:

Question: The memorandum from Larry Scott in Appendix A states that “The entire OCC package, including both the standard and project specific SBO/EEO sections must be included in the bid documents.” Please clarify if this refers to the entirety of Appendix A or only the forms included therein.

Answer: The statement refers to the forms in Appendix A only.

Question: The Letter of Intent (immediately following form SBO-3) asks that subcontractors be listed as certified or non-certified. Please confirm that this certification refers to a company’s SBE certification. If SBO certification is pending, how should the form be completed?

Answer: The information requested refers to as to the Subcontractor City of Atlanta SBE certification. Proponents should indicate in the proper space if the subcontractor is in pending status at the time of the bid submittal.

Question: In cases where a question/instruction requires information from the “proponent”, is the “prime contractor” considered the proponent?

Answer: Yes the Prime contractor is considered the proponent.

Question: In the Form SBO-3, should the word “pending” be written in the box denoting “SBE Certification No. and Expiration Date” if SBE certification is pending?

Answer: Yes, proponents should indicate the subcontractor certification is pending where the form request a certification number.

Question: Can you provide the list of registered SBEs in the City of Atlanta's database or point me to the website where that information is available?

Answer: Proponents can access our SBE certified subcontractors database by logging to www.atlantaga.gov/contractcompliance, then scroll down to the registry of certified firms in our database.

PROCUREMENT:

Question: Exhibit A.3, "Base Employee Classifications/Fully Burdened Hourly Billing Rates" is referenced on page 18 of RFP, but does not appear to be included in Appendix A. Please clarify whether this form is required with proposal submission.

Answer: We require that each proponent submit their cost proposal as a lump sum pricing. Please complete the table on Exhibit A.2, page 77.

Question: The instructions on page 23 of Form 1 indicate that "Subcontractor and sub-subcontractor affidavits are not required at the time of response submission, but will be required at contract execution." However, instructions on page 22 of Appendix A indicate that "Respondent must fill out all the forms listed in this solicitation document." Please confirm that the Subcontractor and sub-subcontractor affidavits on pages 25 and 26 of the RFP are not required with proposal submissions.

Answer: The sub-contractor and sub-subcontractor affidavits on pages 25 and 26 are due at the execution of the contract. Only forms need to be filled out by Prime Contractor(s) for proper submission of bids.

Question: Section 2.1.7 on page 13 refers to Part 1, paragraph 19. Please confirm that this is intended to refer to item number 18 in Part 1.

Answer: Yes, that is correct.

Question: Regarding the submission instructions set forth in Section 4.1 on page 18:

- a. The RFP states that each proposal be on single-sided, double-spaced pages. Please clarify if this applies to the entirety of the proposal, or only certain sections. For example, do all sections of Volume I (including resumes, qualifications, etc.) need to be double-spaced and on single sided pages? This will have significant bearing on the amount of paper used to print the final submission.
- b. Recognizing that Volume II is comprised of pre-formatted forms that cannot be double-spaced, do the instructions indicate that Volume II must be printed on single sided pages?
- c. Please clarify whether "separate sections" indicates the need for clear section headers to be printed on the pages of the proposal or necessitates actual physical tab section dividers.

Answer:

- a. *Double-sided printing is acceptable.*
- b. *Please fill out the pre-formatted forms. You can either write or type on the forms.*
- c. *You can use dividers to separate the sections. Please label each section.*