



## CITY OF ATLANTA

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6204 Fax: (404) 658-7705

Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

Kasim Reed  
Mayor

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)

September 2, 2016

Dear Proponents:

**Re: FC-9140, Central Passenger Terminal Survey 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 project.

For additional information, please contact the following personnel for the respective solicitation: Mr. Philippe Jefferson, Contracting Officer, at (404) 865-8565 or via e-mail at [pejefferson@atlantaga.gov](mailto:pejefferson@atlantaga.gov).

Sincerely,

Adam L. Smith

ALS:pej



**Addendum No. 1**

**Re: FC-9140, Central Passenger Terminal Survey Services at Hartsfield-Jackson Atlanta International Airport**

September 2, 2016

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

**1. Revision to Part 3, Evaluation of Proposal**

Delete: Part 3, Evaluation of Proposal

Replace with: Part 3, Evaluation of Proposal

**2. Revision to Part 4, Form 9**

Delete: Part 4, Form 9

Replace with: Part 4, Form 9

**3. Responses to questions received from interested proponents.**

Proposals are due **Thursday, September 15, 2016**, and should be time stamped no later than 2:00 p.m. on this day, and 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.  
City Hall South, Suite 1900  
Atlanta, Georgia 30303

.....  
**\*\*\*All other information remains unchanged\*\*\***

**Addendum No. 1**

**Re: FC-9140, Central Passenger Terminal Survey Services at Hartsfield-Jackson Atlanta International Airport**

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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 Proponent

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Signature of Authorized Representative

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Title

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Date

**Addendum No. 1**

**Re: FC-9140, Central Passenger Terminal Survey Services at Hartsfield-Jackson Atlanta International Airport**

September 2, 2016

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

1.	<b>Question</b>	Regarding the number of completed surveys desired the Scope of Services for RFP FC-9140 indicates, "In regard to survey results, selected proponent shall provide a 95% confidence level within 2 standard deviations for all surveys conducted". Is this 95% confidence level requirement for the airport as a whole or by concourse? Likewise, is this requirement by year end or some other period (e.g., quarterly)?
	<b>Response</b>	<i>The confidence level is required by concourse. The requirement is monthly.</i>

## Evaluation of Proposals

All Proposals will be evaluated in accordance with the City's Code and this RFP document, rating the criteria specified on the evaluation form and considering the information required to be submitted in each Proposal. An Evaluation Committee will review the Proposals in accordance with this RFP.

<b>EVALUATION FORM</b>			
<b>CATEGORIES</b>	<b>CATEGORY SCORE</b>	<b>RELATIVE WEIGHT</b>	<b>TOTAL CATEGORY SCORE</b>
<b>Executive Summary/ Organizational Structure/ Key Personnel/Resumes</b>		<b>15</b>	
<b>Firms Overall Project Experience, Qualifications, and Performance on Previous Similar Projects</b>		<b>20</b>	
<b>Survey Plan</b>		<b>30</b>	
<b>Financial Offer</b>		<b>10</b>	
<b>Financial Statement/Capability</b>		<b>10</b>	
<b>OCC Program: SBO Goals</b>		<b>15</b>	
		<b>100%</b>	
<b>TOTAL SCORE</b>			

For purposes of evaluating all of the Proposals received by the City, the City will assess a score between one (1) and ten (10) for each Category noted above. The total category score is calculated by multiplying the Category Score and the assigned Relative Weight (i.e., Category Score x Relative Weight = total category score). The Total Score is calculated by adding each Total Category Score together. The result of the calculation of the Total Score will be used to determine which Proponent has received the highest Total Score.

**FORM 9**

**Reference List**

Each Respondent must provide a list of at least four (4) references using the below-referenced format. The City is interested in reviewing references that are able to attest to a Proponent's performance ability and credibility in a particular industry or trade.

Reference:           Name  
                          Address  
                          City, State, Zip  
                          Phone  
                          Fax

Project Title:

Contact Person: \_\_\_\_\_  
Direct Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Date(s) of Project: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Proponent's Role and Responsibilities:

Current Completion Status:

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*(Use the Same Format to Provide the Additional References)*

**Revision 1, FC-9140: Central Passenger Terminal Survey Services at H-JAIA**