

# **Request for Information**

## **FC-9318, Smart City Funding**



**Atlanta, Georgia**

**Kasim Reed  
Mayor  
City of Atlanta**

**Samir Saini  
Chief Information Officer  
Department of Atlanta Information Management**

**Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,  
CIPC, CISCC, CIGPM, CPPC  
Chief Procurement Officer  
Department of Procurement**

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# **Exhibit A**

## **Information and Instructions to Respondents**

## Exhibit A

### Instructions to Respondents

#### 1.1 Information Being Requested:

This Request for Information (“**RFI**”) from interested respondents (“**Respondent**” or “**Respondents**”) by the City of Atlanta (“**City**”), on behalf of the Department of Atlanta Information Management (“**AIM**”), seeks Information Statement from a broad cross section of possible organizations to:

**Gauge the interest of for-profit and non-profit entities in forming partnerships with the City to develop and fund next-generation “Smart City” projects – applying technology to enhance government performance and enable residents and businesses to engage more effectively and actively with the City. The City is interested in various financially sustainable business models that will further the City’s goals, make meaningful advances in Smart City applications in partnership with the private sector, and will take advantage of the City’s significant investment in new fiber deployment, smart poles, and Wi-Fi connectivity to improve City services and quality of life for its citizens.**

#### 1.2 No Offer by City; Firm Offer by Respondents:

This RFI is not a request for proposal, request for quotation, offer or invitation for bid, nor does its issuance restrict the City of Atlanta in its eventual implementation activities. This is an RFI only, and all information received will be used for planning and market research purposes only. Respondents for this RFI are not restricted from participating in subsequent formal or alternative procurement initiatives.

#### 1.3 Pre-Conference:

Each Respondent is highly encouraged to attend the Pre-Conference scheduled for **Thursday, November 3, 2016, at 11:00 A.M.**, at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307. Each Respondent must be fully informed regarding all existing and expected conditions and matters which might be directly associated with any statements submitted to the City.

#### 1.4 Deadline for Submitting Statements:

Your response to this RFI must be received by the City’s Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307 no later than 2:00 p.m. EST (as verified by the Bureau of National Standards ) on **Wednesday, December 7, 2016**. Any Information Statement received after this time may not be considered.

#### 1.5 Procurement Questions; Prohibited Contacts:

Any questions regarding this RFI should be submitted in writing to the City’s contact person, Mr. Clinton L. Johnson, Contracting Officer, Department of Procurement, 55

Trinity Avenue, SW, Suite 1900, Atlanta, Georgia 30303-0307, by fax (404) 658-7705 or email [cljohnson@atlantaga.gov](mailto:cljohnson@atlantaga.gov), on or before **Tuesday, November 8, 2016 at noon.** Questions received after the designated period may not be considered. Any response made by the City will be provided in writing to all Respondents by addendum.

It is the responsibility of each Respondent to obtain a copy of any Addendum issued for the procurement by monitoring the City's website at <http://procurement.atlantaga.gov/> and its Department of Procurement's Plan Room which is open during posted business hours, Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

No Respondents may relay on any verbal response to any question submitted concerning this RFI. All Respondents and representative of any Respondents are strictly prohibited from contacting any other City employees or any third-party representatives of the City on any matter having to do with this RFI.

All communications by any Respondent concerning this RFI must be made to the City's contact person, or any other City representative designated by the Chief Procurement Officer in writing.

#### **1.6 Ownership of Information:**

Each Information Statement submitted to the City will become the property of the City, without compensation to a Respondent, for the City's use, in its discretion.

#### **1.7 Letters of Intent:**

Each Respondent's Letter of Intent must be received via e-mail to Mr. Clinton L. Johnson, [cljohnson@atlantaga.gov](mailto:cljohnson@atlantaga.gov) no later than 2:00 p.m. EST (as verified by the Bureaus of National Standards) on **Wednesday, November 16, 2016.** Any letters of Intent received after this time may not be considered.

#### **1.8 Optional Presentations:**

The City reserves the right to ask Respondents to conduct a presentation to better explain information or solutions identified within their RFI response. These presentations will not be in lieu of an RFI response. These presentations are anticipated to be scheduled during the month of **December 2016**. All Respondents are not entitled to host a presentation, and shall be scheduled at the sole discretion of the City. Please note, any information provided during this forum are not authoritative.

#### **1.9 Cancellation of RFI:**

This RFI may be cancelled in at the sole discretion of the City.

## **Exhibit B**

# **Request for Information Statements**

# **Exhibit B**

## **Request for Information Statements**

### **1.0 Objective**

The City of Atlanta (“City”) on behalf of the Department of Atlanta Information Management (AIM), is soliciting information statements from qualified Respondents to partner with the City to develop and fund next-generation “Smart City” projects—applying technology to enhance government performance and enable residents and businesses to engage more effectively and actively with the City.

This Request for Information (“RFI”) is not a request for proposal, request for quotation, offer or invitation for bid, nor does its issuance restrict the City of Atlanta in its eventual implementation activities. This is an RFI only, and all information received will be used for planning and market research purposes only. Respondents for this RFI are not restricted from participating in subsequent formal or alternative procurement initiatives.

### **2.0 Background**

- 2.1 Mayor Reed has set a vision for innovation in City services and ensuring that the quality of life remains vibrant for the City’s residents.;
- 2.2 The City is undertaking a number of initiatives for Smart City driven by the citizen approved infrastructure bond; and
- 2.3 SmartATL is focusing on the following pillars: mobility, public safety, environmental sustainability, City services, and citizen engagement.

### **3.0 Statements Must Address the Following Concepts in Details:**

- 3.1 Central Districts – The City seeks a partner to deploy wireless network infrastructure covering its Downtown and Midtown Districts, primarily for free public use.;
- 3.2 Key Corridors – The City seeks a partner to deploy wireless network infrastructure covering 10 key traffic corridors, primarily to support Smart City and public safety services.;
- 3.3 May Parks – The City seeks a partner to deploy wireless network infrastructure covering four major City parks, primarily for free public use; and
- 3.3 Outside City Government Buildings – The City seeks a partner to deploy wireless network infrastructure covering entrances, common areas, courtyards, and parking lots outside of each City government building to support Smart City and public safety services and for free public use.

### **4.0 Statements Should Not Include the Following Considerations (Not Applicable)**

## **5.0 Review of Responses:**

After considering the Information Statement to this RFI, the City may contact individual respondents for elaboration on information in their written response. The City may also issue a Request for Proposals (“RFP”) or Invitation to Bid (“ITB”) to implement one of the structures arising from the RFI. If this occurs, you will be invited to participate in any request for solicitations; along with other interest participants. All notices for new solicitations will be advertised per the City website at [www.atlantaga.gov](http://www.atlantaga.gov).

## **6.0 Submission of Information:**

All Statements must be submitted in sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: **FC-9318, Smart City Funding** and the name and address of the Respondent. All Statements must be submitted to:

**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 30303-0307**

- 6.1** A Respondent is required to submit one (1) original and eight (8) copies of its Information Statements and additional required submittals. Each submittal must be submitted on 8½” x 11” single-sided, double-spaced, typed pages, using 12–point font size and such pages must be inserted in a standard three-hole ring binder. Each of the Informational Statements must contain and index and separate sections for the information requirements set forth in this RFI, as well as for the forms required to be submitted.
- 6.2** In addition to the hard copy submission, each Respondent should submit two (2) digital versions of its Information Statements and additional required submittals in Adobe Portable Document Format (“PDF”) on compact disk (CDs). CD One (1) version should be a duplicate of the hard copy of the Information Statements with no deviations in order or layout of the hard copy Statements. CD Two (2) version should be a redacted version of the hard copy RFI. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.
- 6.3** The City assumes no liability for differences in information contained in the Respondent’s printed Information Statement and that contained on the CDs. In the event of a discrepancy, the City will rely upon the information contained in the Respondent’s printed material (Hard Copy). Each CD should be labeled with the Project Number, Project Name, and the CD Number.

**\*\*\*ADDITIONAL REQUESTS FOR INFORMATION ARE  
OUTLINED ON PAGES (1-11) OF THIS EXHIBIT B\*\*\***

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## I. Introduction

The City of Atlanta, Georgia (“the City”) issues this Request for Information (RFI) to gauge the interest of for-profit and nonprofit entities in forming partnerships with the City to develop and fund next-generation “Smart City” projects—applying technology to enhance government performance and enable residents and businesses to engage more effectively and actively with the City. The City is interested in various financially sustainable business models that will further the City’s goals, make meaningful advances in Smart City applications in partnership with the private sector, and will take advantage of the City’s significant investment in new fiber deployment, smart poles, and Wi-Fi connectivity to improve City services and quality of life for its citizens.

The City recognizes that a variety of private sector entities have engaged in Smart City projects in other cities and are interested in developing services in Atlanta. The City seeks responses from potential partners that are interested in participating in the development of next-generation Smart City deployment through funding, technical solutions, or both. The City will consider a variety of technical approaches and funding models; responses should present innovative ways to share operational responsibilities and financial risk between the partners and the City, and should maximize the benefits of emerging Smart City applications.

The City is interested in pursuing projects that include distributed antenna systems (DAS), digital kiosks, smart receptacles, smart traffic management, smart operations center, and systems that provide analytic capabilities. This is not an exhaustive list and the City encourages respondents to share their expertise, which may be used to shape the direction and form of Atlanta’s Smart City development. The City further encourages respondents to work together on responses to this RFI if a collaborative approach would best meet the City’s goals. The City is open to creative solutions that go beyond current initiatives and in ideas for future Smart City opportunities.

This RFI is one of a series of RFIs, including one that will seek fiber infrastructure partners and one that will seek partners in developing wireless service in the City’s parks and corridors. Respondents may wish to consider providing comprehensive responses that address more than one of the RFIs, or may wish to link responses under one RFI to responses to the other RFIs. For reference, we include below a map of the City’s existing and planned fiber (Figure 1), and a map of City-owned traffic and light poles (Figure 2).

The City may provide more detailed information on available City assets and ask one or more respondents to refine their responses. The City may also issue a more detailed Request for Proposal (RFP) relating to this project or choose another direction that is deemed in the community’s best interest. Responding to this RFI is not a guarantee of a contract award. Further, there is no guarantee an RFP will be developed as a result of this RFI. The City reserves the right to withdraw the RFI or any subsequent RFP, or decline to award a contract.

Figure 1: Existing and Proposed Fiber Routes

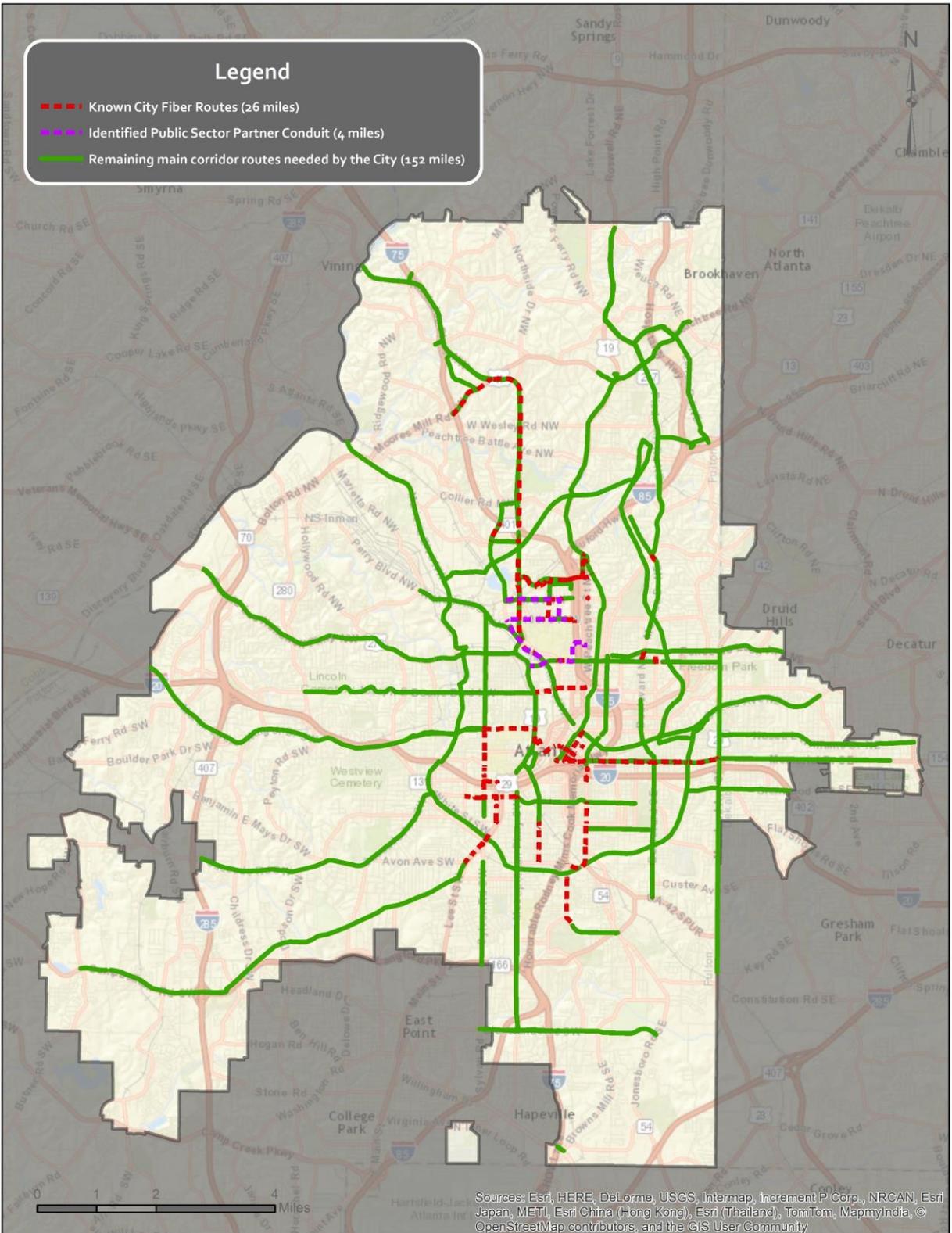
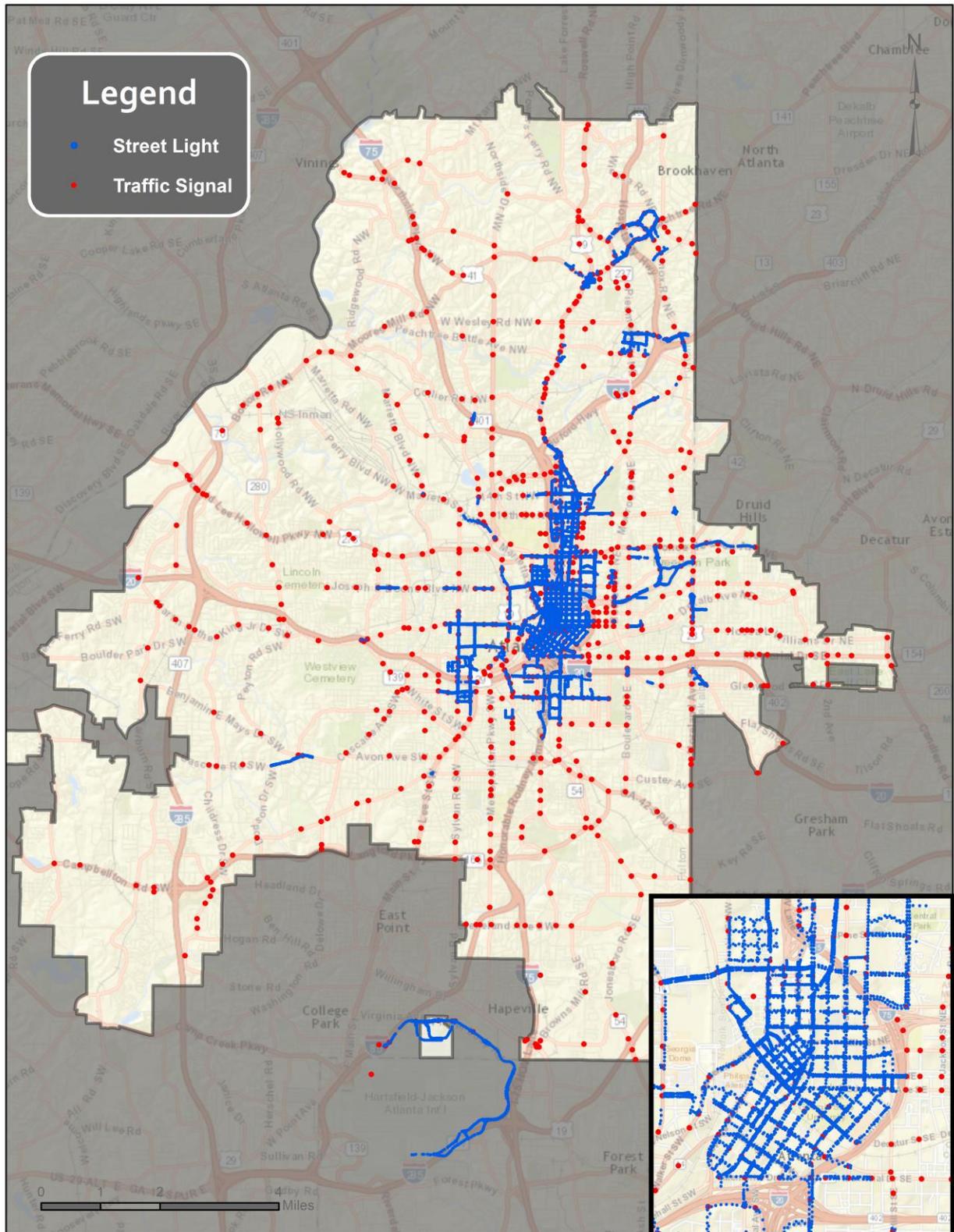


Figure 2: City of Atlanta Light and Traffic Pole Locations



## II. Vision: Innovative City Services and Improved Quality of Life

Atlanta Mayor Kasim Reed has set a vision for innovation in City services and ensuring that the quality of life remains vibrant for the City’s residents. The City is undertaking a number of initiatives for Smart City infrastructure, driven by a \$250 million infrastructure bond. From these initiatives, the City anticipates cost savings, improved public services, increased public safety, and communications networks that meet the demands of residents and visitors.

**Figure 3: A Smart City Leverages a Strategic and Data-Centric Approach**

The City of Atlanta is a ‘Smart City’ when....



We (the city) collectively leverage a **strategic and data-centric approach** to improve mobility, public safety, and sustainability, ultimately enhancing citizen well-being and fostering the economic growth of our city.



Atlanta is experiencing large increases in urban population, visitors, and the number of businesses that are developing in or relocating to the City. These increases create new challenges in handling street traffic, foot traffic, and data traffic, as well as ensuring a safe and sustainable environment for the City’s residents and businesses. At the same time, the expectations of the City’s residents, visitors, and businesses are undergoing a massive shift toward greater demand for connectivity, immediacy, sustainability, and safety. Technological advances in fiber, wireless, sensors, big data analytics, and connected devices have created avenues for the City to meet those demands.

Figure 4: New Permit Requests - 2015

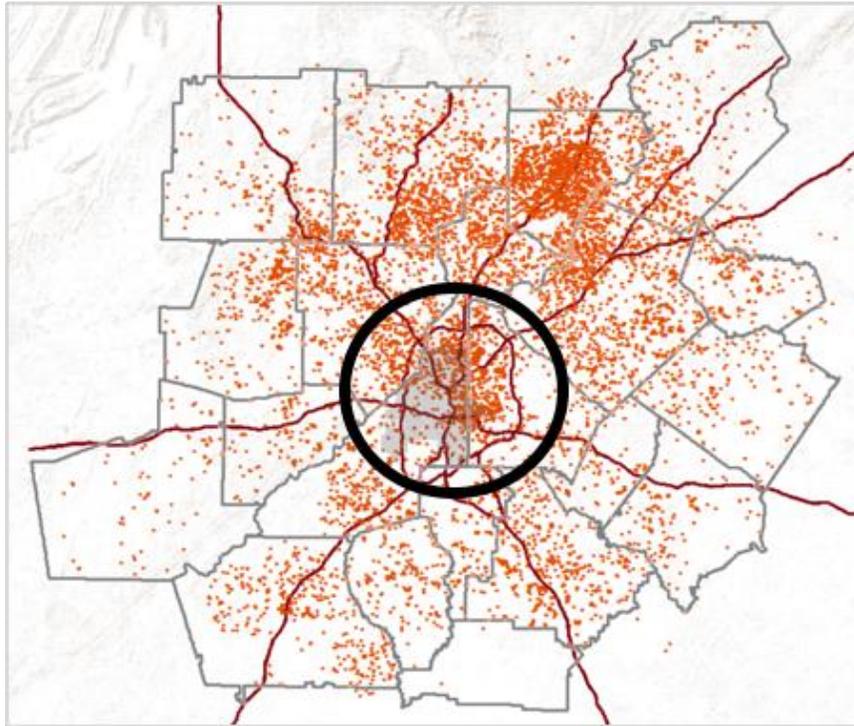


Figure 5: New Units Under Construction

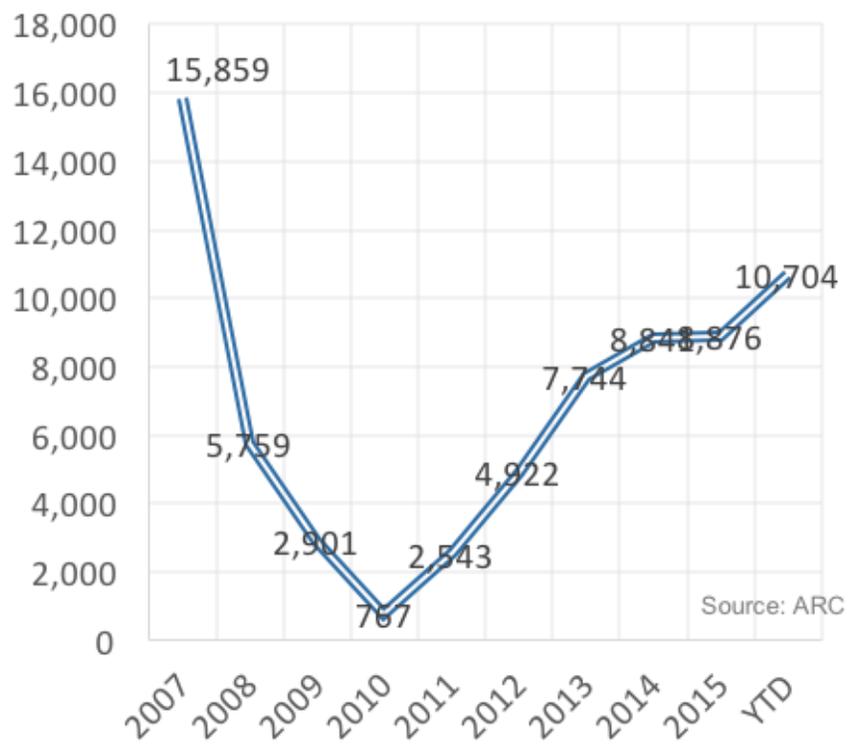
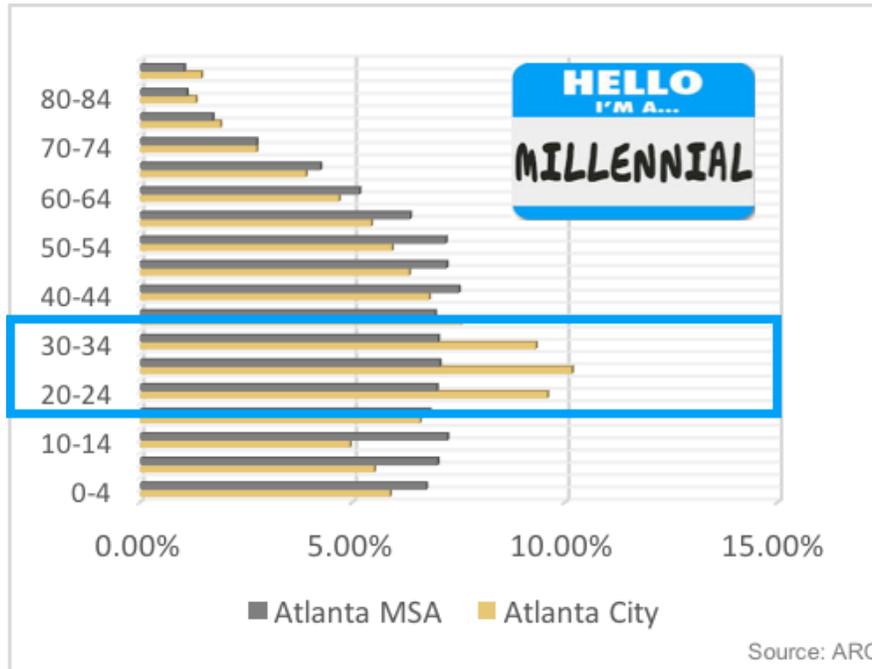


Figure 6: Age Demographics Moving into City



The City is pursuing a number of initiatives designed to create a Smart City and improve City services by developing and enhancing new and existing infrastructure and devices:

- **Fiber Deployment** – ATLNET is currently developing a municipal fiber optic communications infrastructure that will support other Smart City initiatives.
- **Smart Poles** – The City is leveraging its street light and traffic signal LED conversion by connecting poles to the fiber network and attaching cameras and sensors to create smart utility poles.
- **Wi-Fi Connectivity** – The City is seeking to supplement these advanced City services with Wi-Fi connectivity and to offer free public Wi-Fi.

Each of these initiatives is designed to fulfill the Smart City vision. The City anticipates a number of specific benefits, including:

- **Cost Savings** – The fiber build-out and wireless networks will facilitate cost savings for the City and could result in considerable revenue generation. By owning a citywide fiber network, Atlanta will be able to save costs on leasing fiber for City services. Moreover, the City will be able to lease excess fiber capacity to generate revenue. By connecting poles to the fiber network, the City will also be able to connect small cell antennas that can be leased to wireless providers. Smart City devices connected to the wireless

networks will facilitate more efficient allocation of the City's staff and resources, resulting in cost savings.

- **Improved City Services** – The fiber, smart pole, and wireless networks will enable the City to make smarter decisions and improve the quality of its services. Cameras and sensors will allow the City to better synchronize traffic lights, immediately collect traffic information, and make real-time adjustments to alleviate congestion, ultimately reducing greenhouse gas emissions in the City. Environmental sensors will capture evidence of these improvements in traffic corridors and provide immediate indications of atypical environmental concerns. Smart trash cans will alert the Department of Public Works when they are full, saving staff resources. Smart parking meters have the potential to alert drivers to available parking spots. Finally, the City will be able to collect and analyze data to understand demographics, foot traffic, and other helpful metrics, and distribute this information throughout City departments and to other entities, allowing these entities to focus attention on areas of need.
- **Public Safety** – The smart poles and wireless networks will be utilized by the City to enhance public safety. Street cameras and gunshot sensors will keep public safety officers aware of immediate threats to safety, while police body cameras will be able to connect to the wireless networks and transmit video. Cameras, sensors, and other public safety devices will serve as a force multiplier, which will increase public safety, allow police officers to make more strategic decisions (reducing their exposure to risk), and save costs on the size of the police force.
- **Public Services** – The City seeks to build public Wi-Fi on top of its fiber network in key areas throughout the City. This service will provide better connectivity for residents and visitors, particularly for high-traffic events, such as concerts and festivals in the City's major parks. It could also provide connectivity to various Smart City devices and sensors.

Together, these initiatives and their benefits can improve quality of life and government services for Atlanta's residents and help keep the business environment competitive.

### III. RFI Response Requirements

The City of Atlanta requests the following information—in as much detail as is practicable—from respondents. **All responses must adhere to the following response requirements and page requirements.** All responses must follow the exact order below and use the appropriate response headers. Start a new page for each response header. Failure to follow these instructions may result in rejection of the response.

1. **Cover Letter:** Please include company name, address of corporate headquarters, address of nearest local office, contact name for response, and that person's contact information (address, phone, cell, email, other). Keep response to one (1) page.
2. **Business Structure:** Summarize the business approach you would use for the project. How would your business plan help to meet the City's goals? What are the key

assumptions? What are your main areas of risk, and how can the City help reduce the risks? Keep response to no more than three (3) pages.

3. **Summary of Business Model:** Summarize the business model you intend to use for the partnership. This should be a concise explanation of the key components of your business model, including but not limited to the division of network and operations responsibility and ownership. Keep response to two (2) pages.
4. **Summary of Technical Approach:** At a high level, summarize the technical approach you would use for this project.
  - a. How would you use technology to meet the City's goals? Keep response to one (1) page.
  - b. What technologies and infrastructure would your approach require? For example, would devices require wireless or wired connections? Would your approach require centralized servers or controllers?
  - c. What approach would you use to interconnect Smart City devices with the City's network, the Internet and other public networks? Keep response to one-half (½) page.
5. **Summary of Operational Approach:** At a high level, summarize the operational approach you would use for this project.
  - a. Describe the nature of the service. Keep response to one-half (½) page.
  - b. Describe how the public or City staff would access the service.
  - c. How would you manage the service? Keep response to one-half (½) page.
  - d. What would be the recurring costs for the service and how would those costs be paid? What are the key technical assumptions upon which these costs are based? If payments would be through advertisements, where and how would advertisements be displayed? Keep response to two (2) pages.
6. **Maintenance:** If you are proposing to perform maintenance, describe your ability to perform maintenance on an ongoing and as-needed basis. Provide estimates of the operating cost of maintaining the services and include your main assumptions. If you are not performing maintenance, who is? Keep response to one (1) page.
7. **Data Privacy, Security, and Ownership:** Describe your ability to provide secure data transmission and storage that complies with public safety and other security and privacy regulations and requirements. The City's preference is to own the data collected and generated by this system. Describe how the data collected and transmitted over the network would be treated and, what data, if any, you would collect. Keep response to one (1) page.

8. **Financing and Funding:** Respondents should discuss how they intend to fund the project development. To successfully answer this question, respondents should list any requirements the City must meet for you to partner with the City on this project. If you do not address this question, it will be assumed that you are interested in the partnership but have no financial requirements whatsoever of the City. Respondents should address both financial and in-kind contributions to the project development. Respondents should also address how they intend to finance the project and from what sources they may obtain financing. Respondents should discuss any payments the City or other parties may have to make to the provider to support the service. Please also provide a one-page flow chart that shows the flow of funds between all parties in your response. Include all sources and uses of funds. Respondents should also discuss how their business model would maximize any contributions and investment. Keep response to two (2) pages, plus the one-page flowchart.
9. **Role of the City and Partners:** Describe the role of the City and your role. Would the respondent be a turnkey provider, capacity provider, or construction partner? Keep response to one (1) page.
10. **Term Length:** If the partnership would be for a limited term length, describe how long you anticipate the length of the term and how the services would operate at the end of the term. Keep response to one-half (½) page.
11. **Transition and Training:** If you would operate the service for a limited term, describe how long you anticipate the length of the term and how you would provide training and transition the service to the City. Keep response to one-half (½) page.
12. **Promotion:** Describe how you would advertise the Smart City services to the public both on location and generally. Keep response to one (1) page.
13. **Local Participation and Economic Development:** Provide a statement of how your proposed participation would help the City's economic development goals. Describe your interests and plans to hire local contractors and providers in the City of Atlanta, and how your participation would help local job creation. Describe your relationships with local businesses in the City, if any, as well as your interest and plans to engage them in this project. Keep response to three (3) pages.
14. **Affirmation:** Affirm that you are interested in this partnership and address other core project goals and requirements listed in Sections II and III that were not already addressed in this section. Also describe any other potential services your model could support that were not specifically suggested by the City and the costs of those services. If you cannot meet any of those requirements, indicate the requirements to which you take exception, and provide an explanation of the exceptions. Keep response to two (2) pages.
15. **Experience:** Provide a statement of experience discussing past performance, capabilities, and qualifications. Identify other networks or services your firm has

designed, built, maintained, or operated; include the levels of broadband speed, availability, adoption or usage among different categories of end users, and unique capabilities or attributes. Discuss partnerships with other service providers, government, or nonprofit entities you have undertaken, particularly any involving Smart City services. Describe the nature of the projects and your firm's role. For entities currently providing communication services in or near Atlanta, describe your current service footprint in the City, including a description of the type of infrastructure and services you currently offer and the technology platform(s) used. Explain how your firm is a suitable partner for this project. Keep response to two (2) pages.

16. **References:** Provide a minimum of three (3) references, including contact information, from previous contracts or partnerships. Keep response to two (2) pages.

#### IV. Confidentiality and Personal Presentations

The City understands that some respondents may be unwilling to respond with proprietary information in documents that could be made available to the public. The City will allow respondents to submit information confidentially.

The City reserves the right to ask Respondents to conduct a presentation to better explain information or solutions identified within their RFI response. These presentations will not be in lieu of an RFI response. These presentations are anticipated to be scheduled during the month of **December 2016**. All Respondents are not entitled to host a presentation, and shall be scheduled at the sole discretion of the City. Please note, any information provided during this forum are not authoritative.

#### V. RFI Response Process

##### a. Questions

Questions related to this RFI must be emailed to [cljohnson@atlantaga.gov](mailto:cljohnson@atlantaga.gov) no later than **10:00 AM EST on November 8, 2016**.

##### b. Letter of Intent

All interested respondents should submit a letter of intent via email to Mr. Clinton L. Johnson, [cljohnson@atlantaga.gov](mailto:cljohnson@atlantaga.gov) no later than **2:00 PM EST on November 16, 2016**.

##### c. Proposal Deadline

**Final RFI submissions must be received in hard copy form by 2:00 PM EST on December 7, 2016. Please deliver one (1) original and eight (8) copies of the RFI response to the following address:**

Mr. Clinton L. Johnson/ FC-9318, Smart City Funding  
Department of Procurement  
55 Trinity Avenue, SW Suite 1900  
Atlanta, GA 30303

**Please identify any proprietary and/or confidential information as such.**

**d. Summary of RFI Process Deadlines**

The following is the schedule for responding to this RFI. The schedule is subject to change:

**October 27, 2016** – RFI opened

**November 3, 2016** – RFI Pre-Conference at 11:00 a.m. EST

**November 8, 2016** – Deadline for submitting questions by 10 a.m. EST

**November 16, 2016** – Deadline for submitting letter of intent to respond to RFI by 2 p.m. EST

**December 7, 2016** – RFI responses due by 2 p.m. EST

The City of Atlanta thanks you in advance for your thoughtful response.

**Exhibit C**  
**Required Submittal Forms**

**Required Submittal (FORM 1)**

**Acknowledgment of Addenda**

Respondent should sign below and return this form with their Statements(s) to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303, as acknowledgment of receipt of certain Addenda.

This is to acknowledge receipt of the following **Addenda** for **FC-9318, Smart City Funding**:

1. \_\_\_\_\_;
2. \_\_\_\_\_;
3. \_\_\_\_\_; and
4. \_\_\_\_\_.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Corporate Respondent:  
[Insert Corporate Name]

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Corporate Secretary/Assistant  
Secretary (Seal)

Non-Corporate  
Respondent: [Insert  
Proponent Name]

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Seal)  
My Commission Expires: \_\_\_\_\_

**Required Submittal (FORM 2)**

**Respondent Contact Directory**<sup>1</sup>

<b>NAME</b>	<b>POSITION/TITLE</b>	<b>MAILING ADDRESS</b>	<b>OFFICE PHONE</b>	<b>CELL PHONE</b>	<b>EMAIL ADDRESS AND FAX NUMBER</b>

<sup>1</sup> The purpose of the Respondent Contact Directory is to provide the City with a centralized, easily identified source of important contacts and other information regarding each of the business entities constituting a Proponent. This Respondent Contact Directory should include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for each of the following as it pertains to each of the firms in a Respondent's team:

1. At least two individuals, one primary the other(s) secondary, authorized to represent the firm for purposes of this RFI; and
2. Respondent Service Provider Key Personnel as listed in this RFI.

**Required Submittal (FORM 3)**

**Reference List No.1**

Each Respondent must provide a list of at least three (3) references using the below- referenced format. The City is interested in reviewing references that are able to attest to a Respondent'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)*

**Required Submittal (FORM 4)**

**Reference List No. 2**

**(Active Initiatives That Where Competitively Procured)**

Each Respondent must provide a list of all active contracts, that were derived from a **(competitive procurement process)**, using the below-referenced format. The City is interested in reviewing actual contract documents that are inclusive of a detailed scope of work, cost ratios and renderings where applicable. Should a Respondent not possess such active contracts through the type of engagement referenced above, please state not applicable.

Project Title:

Name of Agency:

Reference:

Name  
Address  
City, State, Zip  
Phone  
Fax

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:

**\*\*\*Please Note:** Respondents are required to provide a copy of their active contract(s) with their RFI for review by the City.

---

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

**Required Submittal (FORM 5)**

**Required Submittal Checklist**

The following submittals shall be completed and submitted with each Response see table below “**Required Submittal Check Sheet.**” Please verify that these submittals are in the envelope before it is sealed. *Disclaimer:* It is each Respondents sole responsibility to ensure that their response to the City is inclusive of all required submittal documents outlined on the below-referenced checklist; as well as within other parts of the solicitation document.

Submit one (1) Original Information Statements Package, signed and dated, and eight (8) complete copies of the Original Information Statements Package including all required attachments.

In addition to the hard copy submissions, each Respondent shall submit two (2) digital versions of its Information Statements Package in Adobe Portable Document Format (“PDF”) on compact disk (CDs). CD One (1) version should be a duplicate of the hard copy of the Information Statements Package with no deviations in order or layout of the hard copy Information Statements Package. CD Two (2) version should be a redacted version of the hard copy Information Statements Package. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.

The City assumes no liability for differences in information contained in the Respondents printed Information Statements Package and that contained on the CDs. In the event of a discrepancy, the City will rely upon the information contained in the Respondent’s printed material (Hard Copy). Each CD should be labeled with the Project Number, Project Name, and the CD Number.

Item Number	Required Submittal Check Sheet	Check (✓)
1	Part I – Information Statements	
2	<b>Part II – All Required Submittal Forms (if any of the required submittal documents are not submitted or incomplete within your submittal package, your firm will be deemed non-responsive). Required Submittals included but not limited to:</b> <ul style="list-style-type: none"><li>• <b><u>Form 1: Acknowledgment of Addenda</u></b></li><li>• <b><u>Form 2: Respondent Contact Directory</u></b></li><li>• <b><u>Form 3: Reference List No. 1</u></b></li><li>• <b><u>Form 4: Reference List No. 2</u></b></li><li>• <b><u>Form 5: Required Submittal Checklist</u></b></li></ul>	
4	<b>Respondent’s Official Company Name:</b> <b>Company Physical Address:</b>	
5	<b>President/Vice President/Owner Name:</b> _____ <b>Title:</b> _____ <b>Office Telephone Number:</b> _____ <b>Direct Cell Telephone Number:</b> _____ <b>Email Address:</b> _____	
6	<b>Primary Point-of-Contact Concerning RFP:</b> _____ <b>Title:</b> _____ <b>Office Telephone Number:</b> _____ <b>Direct Cell Telephone Number:</b> _____ <b>Email Address:</b> _____	