



CITY OF ATLANTA

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
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Chief Procurement Officer
asmith@atlantaga.gov

July 24, 2015

Dear Proponents:

**Re: FC-8096, On-Call Commercial Real Estate Consultant Services
at Hartsfield- Jackson Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 3**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Leslie H. Page, Contracting Officer, at (404) 330-6107, or via e-mail at lpag@atlantaga.gov.

Sincerely,


Adam L. Smith

ALS:lhv



Addendum No. 3

**Re: FC-8096, On-Call Commercial Real Estate Consultant Services at
Hartsfield- Jackson Atlanta International Airport**

July 24, 2015

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This Addendum No. 3 modifies and forms a part of the Request for Proposals for Project Number FC-8096 ("RFP").

Revision to Technical Specification,

Question and answers

Proposals are due Wednesday, August 12, 2015, should be time stamped in no later than 2:00 p.m., and delivered to the address below:

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

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

Addendum No. 3

**Re: FC-8096, On-Call Commercial Real Estate Consultant Services at
Hartsfield- Jackson Atlanta International Airport**

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Acknowledgment of Addendum No. 3

Proponents must sign below and return this form with proposal 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. 3 for **FC-8096, On-Call Commercial Real Estate Consultant Services** 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

END OF ADDENDUM

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-8096: ON-CALL COMMERCIAL REAL ESTATE CONSULTANT SERVICES

ADDENDUM No. 3

The following are changes and/or modifications to the Contract documents. All costs involved shall be included in the Proposal price.

1. Exhibit "A", Scope of Services, Paragraph 2, Sub-paragraph 2.2.2

Delete: Delete in its entirety.

Replace: Replace with "***Strategic Planning: Support the Airport's Business, Marketing, Planning and Development Units to prepare a Development and Action Plan.***"

2. Exhibit "C", Definitions

Add: "***Approach***" refers to the methodology (business, strategic, and technical approach) that will be utilized to support your written recommendations and plan of action."

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ADDENDUM No. 3

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

1. **Question:** Section 2.2.2- page 68, Please explain what type of strategy analysis is required. Are you looking for the consultant to recommend a development strategy for each of the vacant land tracts or a marketing strategy? Can you please define what year over year goals you are referring to?

Answer: *The Strategy Analysis shall align with the future vision and plans of the Airport's business units. It will consider the Airport's needs, growth plans, its regulatory environment, along with the interest of stakeholders and the surrounding jurisdictions. It should encompass priorities and initiatives that will ensure ATL's position as metro Atlanta's chief economic development engine.*

Exhibit A – Scope of Services outlines the service requirements of the Consultant.

Activities and events will be developed, monitored and measured to compare annual performance and essential improvements.

2. **Question:** Section 2.2.5 page 69, this section states that the consultant shall prepare strategic commercial land DAPS for acquisition/disposition prospects including new and in-fill development comprising a target opportunities list. Is there a list of new and in-fill development projects comprising target opportunities and will the consultant be provided with a copy of this list?

Answer: *This information will be shared with the successful Proponent.*

3. **Question:** Section 2.2.8 page 69, requires the consultant to recommend due diligence for each land tract or asset. Can you please elaborate on the type of due diligence services you require?

Answer: *The due diligence process will encompass a holistic approach across the investment cycle. This should cover a variety of areas to protect the Airport's portfolio against liabilities and regulatory compliance not just at the acquisition phase.*

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4. **Question:** Payment bond requirements: A payment bond is typically not required for a task order based consulting services contract. Would the city consider eliminating this requirement? If not, how would a proponent determine the annual contract value for the payment bond when this amount is an unknown until a task order is awarded?

Answer: *The City will not eliminate the Payment Bond requirement. The Penal Sum will be determined based on an annual not-to-exceed amount as budgeted and negotiated between the Consultant and the City. The Consultant will be required to maintain a valid Payment Bond for every year of the Term, whether or not such*

Consultant is actively providing services in the furtherance of an issued Task Order.

5. **Question:** Will the City award a single contract or multiple contracts for this solicitation?

Answer: *The City intends to award a single contract.*

6. **Question:** If multiple contracts are awarded, what process will the city use to award task orders?

Answer: *Please see the answer to question No. 5 above.*

7. **Question:** Can the City of Atlanta sale [sic] the properties or do they have to do long term ground leases?

Answer: *The selected Consultant shall have full knowledge and experience with the regulatory requirements as it relates to the disposition of airport-owned properties.*

8. **Question:** Are there height restrictions or any other restrictions at the properties near the airport?

Answer: *Yes, some of the subject parcels are subject to height restrictions.*

9. **Question:** On the larger tracts in Dawson County and Paulding County, is there any kind of timber management program in place?

Answer: *Yes, Georgia Forestry Commission manages the properties.*

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10. **Question:** Are there any leases on the Dawson County and Paulding County tracts?
- Answer:** *No.*
11. **Question:** Does the city have a timber cruise for the Dawson County and Paulding County tracts?
- Answer:** *Yes, Georgia Forestry Commission manages the program.*
12. **Question:** If awarded the consultant assignment, are you conflicted out of any future brokerage opportunities on the properties?
- Answer:** *Please see Sub-Section 6.7.1. of the Services Agreement attached to the RFP at Part 5.*
13. **Question:** If brokerage is involved, will there be a separate RFP?
- Answer:** *This Request for Proposal is for Consultant Services. Brokerage is not a component of this Request for Proposal.*
14. **Question:** Was it an oversight or mistake that the RFP includes a section on Financial Disclosure of the Consultant (Respondent), recognizing this is a knowledge-based assignment not involving construction works?
- Answer:** *No, Proponents are required to make a full financial disclosure in accordance with the provisions of the RFP.*
15. **Question:** If the Financial Disclosure section was not an oversight, then would a bank-issued statement indicating that the Consultant (Respondent) is in Good in Standing sufficiently meet the requirements for Financial Disclosure?
- Answer:** *Please see the answer to question No. 14 above.*
16. **Question:** Is a "Payment Bond" required for the Consulting Services described within the RFP – Scope of Services, recognizing this is a knowledge-based assignment not involving construction works?
- Answer:** *Please see the answer to question No. 4 above.*

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17. **Question:** Is the 35% Small Business Enterprise involvement noted in the RFP a "requirement" or a "goal"?

Answer: *All Proponents should demonstrate good faith/ non-discriminatory outreaching efforts to the Atlanta SBE community to reach the minimum 35% participation outlined in this RFP.*

18. **Question:** Part 1 – Section 4.3: "Each Proponent must submit with its proposal, documentation that demonstrates it is duly authorized to conduct business in the State of Georgia." - Does a "W-8 BEN Form" meet the requirements for a company located outside of the United States wishing to bid on this Project?

Answer: *No, submission of Internal Revenue Form W-8 BEN will not be treated as satisfactory evidence that such Proponent is properly authorized to conduct business in the State of Georgia.*

19. **Question:** Part 1 - Section 18: "...Proponent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of RFP, including any addenda issued by the City's Department of Procurement." - What is the process for a Proponent to be included on the Plan holders List/Vendors List for the City of Atlanta and for this RFP?

Answer: *Interested parties are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Mr. Leslie Page, Contracting Officer, at lpage@atlantaga.gov, to be placed on the Plan Holders List.*

20. **Question:** Part 2 - Section 1: "Proponent must submit a complete proposal in Answer to this RFP in the format specified in this RFP; no other format will be considered." – For this RFP submission is there a page limit to be adhered to?

Answer: *There is no page limitation.*

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21. **Question:** Part 2 - Section 2.1.3: "If Proponent is a corporation, limited liability Company, formed outside the State of Georgia, Proponent must include a copy of its Certificate of Existence from Georgia Secretary of State office." – Is a Certificate of Existence required if the proponent is currently conducting business in Atlanta, Georgia and if it is necessary, what is the procedure for attaining the document from the Georgia Secretary of State Office?

Answer: *The City is not able to provide prospective Proponents with legal advice. Proponents are encouraged to contact the Georgia Secretary of State's office directly should they have questions regarding that office.*

22. **Question:** Will commissions be an acceptable form of payment in the event that a real estate transaction occurs?

Answer: *Part 5 - Service Agreement - Section 22.3: the RFP provides information on "Contingent Fees Prohibited". The RFP outlines in Exhibit A.1 and A.2 and A.3 the information relating to Compensation.*

23. **Question:** I have a client who's interested in purchasing property near the Paulding County Airport, however, in the above-referenced bid's "Exhibit B, Paulding County Map" at page 112, it has conflicting information concerning who is the property owner. . The Paulding County Deed Records show that the City of Atlanta is the owner of some properties; however, much the property highlighted on the aforesaid Exhibit B had other entities as the owner.

Please, if the City of Atlanta has other records that are not shown on the title report of the conflicting properties, such as unrecorded dees or options etc, could you or anyone who oversees these records or documents, let us know where and how to find them.

If you would like a list with the locations of these conflicting properties, I will be glad to forward them to you, or we would be glad to and would appreciate meeting you at your convenience.

Answer: *This question is not pertinent to this procurement.*

24. **Question:** Is it considered a conflict of interest if a firm (but not the same individuals) represent developers who have responded to an RFP produced by the airport as well as this RFP?

Answer: *No, responding to a Request for Proposals issued by the City does not, in itself, create a conflict of interest.*

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25. **Question:** Do you plan to hire your development advisor before selecting developers for projects on the airport?

Answer: FC-8096 RFP outlines the On-Call Commercial Real Estate Consultant Services that the City of Atlanta is seeking. Exhibit A – Scope of Services outlines the Consultant’s responsibilities as “. . . an informed and objective interpretation of the Airport’s real estate holdings highest and best use.”

26. **Question:** On the proposal submittal check sheet, item #5 is missing - do the items need to be renumbered or should item #5 be added?

Answer: *The omission of item #5 is a numbering error. No action is required.*

27. **Question:** How many tiers (#) of sub-contracting/sub-consultants is allowable? Is there a limit?

Answer: *There is no limit.*

28. **Question:** What role can a sub-contractor/sub-consultants play in selecting sub sub-contractors/sub sub-consultants?

Answer: *The Consultant that enters into an agreement with the City will make that determination.*

29. **Question:** Has there been any previous feasibility studies, strategic planning, or redevelopment activity completed for these particular real estate holdings? If so, can that information be accessed prior to August 12, 2015?

Answer: *Any reports will be shared with the successful Proponent.*

----- END OF QUESTIONS -----