

**CITY OF ATLANTA  
ADVERTISEMENT FOR PROPOSAL**

February 9, 2018

**ATTENTION INTERESTED PROPONENTS:**

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement (the “DOP”), a proposal for **FC-10202, BROWNFIELDS 2017 EPA ASSESSMENT GRANT SERVICES**. The City's DOP, on behalf of the Department of City Planning (“DCP”), is seeking proposals from qualified proponents for 2017 EPA Assessment Grant Services.

A **Pre-Proposal Conference** will be held on **Wednesday, February 21, 2018 at 1:00 P.M. EST**, at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the DCP, Risk Management, Office of Contract Compliance and the Ethics Office available at the conference to discuss this project and to answer any questions. Attendance at the Pre-Proposal Conference is **strongly** encouraged.

Proponents will be allowed to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the Pre-Proposal Conference on **Wednesday, February 21, 2018**, are **not** authoritative. **The last date to submit questions in writing is Monday, February 26, 2018, by noon.**

Your response to this Request for Proposal (“RFP”) must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, no later than 2:00P.M. EST, on March 12, 2018.

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M. \*\***

Proposals will be publicly opened and read at 2:01 P.M. on the respective due date at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303.

Proponents may submit their Contractor Affidavit Forms for review via the City's IIREA Preview Participation Program, to [iireapreview@atlantaga.gov](mailto:iireapreview@atlantaga.gov) not less than ten (10) days prior to the Proposal due date of **March 12, 2018**. The IIREA Preview Participation Form is set forth in Part 3, included in the Request for Proposal.

This RFP is being made available by electronic means. If accepted by such means, then the Proponents acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Proponent’s possession and the version maintained by DOP, the version maintained by the DOP shall govern.

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Mr. Clinton L. Johnson, Senior Contracting Officer, at [cljohnson@atlantaga.gov](mailto:cljohnson@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued.

The proposal document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$75.00 per package, beginning on February 9, 2018. All purchased solicitation documents include a scope of work booklet.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all PROPOSALS when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.