

CITY OF ATLANTA

ADVERTISEMENT FOR REQUEST FOR PROPOSALS

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-10514, Brownfield Revolving Loan Fund – Qualified Environmental Professional Services**. The City, on behalf of the Department of City Planning (“DCP”) seeks qualified firms or individuals to provide Qualified Environmental Professional (QEP) services to coordinate, direct and oversee the brownfield cleanup activities at sites funded with the City of Atlanta/Invest Atlanta Brownfields Revolving Loan Fund (BRLF) Program.

A **Pre-Proposal Conference** will be held on **Tuesday, September 18, 2018 at 10:00 A.M. EDT**, at the DOP’s Conference Room in Suite 1900. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the DPW, the Ethics Office, the Office of Contract Compliance, and Risk Management available at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-Proposal Conference.

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 **Tuesday, September 18, 2018**, are **not** authoritative. **The last date to submit questions in writing is Thursday, September 20, 2018 by P.M. EDT.**

Your response to this Request for Proposals must be submitted to designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 P.M., EDT, Friday, September 28, 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 in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

Proponents may submit their Contractor Affidavit Forms for review via the City’s IIREA Preview Participation Program, to iireapreview@atlantaga.gov not less than ten (10) days prior to the Proposals due date of Friday, September 28, 2018. The IIREA Preview Participation Form is set forth in Part 6, included in the Request for Proposal.

This RFP is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the DOP website for any addenda to the RFP. In the event of a conflict between a version of the Proposal in the Proponent’s possession and the version maintained by the DOP, the version maintained by 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. Maurice Trentel, Contracting Officer, at mtrentel@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 Friday, September 7, 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 its best interest.

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