

**CITY OF ATLANTA
ADVERTISEMENT FOR REQUEST FOR PROPOSALS**

December 14, 2018

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the “**City**”), Department of Procurement (“**DOP**”), a proposal for **FC-10449, Zoning Ordinance Rewrite and Update**. The City, on behalf of the Department of City Planning (“**DCP**”) seeks Proposals from qualified proponents to provide updating/rewriting the City of Atlanta Zoning Ordinance.

A **Pre-Proposal Conference** will be held on **Tuesday, January 8, 2019 at 11:00 A.M. EST**, at the Department of Procurement, Bid Room – City Hall South 55 Trinity Avenue, SW Suite 1900 Atlanta, Georgia 30303. 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 Department of City Planning, Office of Contract Compliance, Ethics Office, and Risk Management. Attendance at the Pre-Proposal Conference is strongly encouraged for each Proponent desiring to submit a Proposal.

Proponents will be allowed to submit questions in writing and to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the Pre-Proposal Conference are not authoritative. Authoritative responses to all written questions will be published and made available to all Proponents in the form of an addendum. The deadline to submit questions in writing is **Wednesday, January 9, 2019 at 5:00 P.M. EST**.

Your response to this **Request for Proposals (“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 2:00 P.M. EST, Thursday, January 17, 2019**.

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

Proposals will be publicly opened and read at 2:01 p.m. EST 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 Thursday, January 17, 2019 at 2:00 PM, EST. The IIREA Preview Participation Form is set forth in Appendix C, included in the solicitation document.

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 your business name, contact person, address, phone number, fax number, email address, and the project number to Jesse Wilson, Contracting Officer, at jewilson@atlantaga.gov to be placed on the Plan Holders List. Failure to do so may prevent you from receiving any addenda that are issued.

The solicitation document may be obtained from the Department of Procurement Plan Room, 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, at a cost of \$75.00 per package, between the hours of 8:15 a.m. EST and 5:00 p.m. EST, Monday through Friday. 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.