

CITY OF ATLANTA ADVERTISEMENT

ATTENTION INTERESTED RESPONDENTS:

REQUEST FOR QUALIFICATIONS:

Your firm is hereby invited to submit to the City of Atlanta (the "City") Department of Procurement (the "DOP"), on behalf of Department of Enterprise Assets Management ("DEAM"), a Qualification Statement for **FC-10782, Property Acquisition Services** to provide real estate services related to acquisition and relocation services.

PRE-QUALIFICATION CONFERENCE:

A **Pre-Qualification Conference will be held on Monday, January 14, 2019, at 11:00 A.M. EST** at the Department of Procurement - 55 Trinity Avenue SW, Suite 1900, Atlanta, Georgia 30303. The purpose of the Pre-Qualification Conference is to provide Respondent with detailed information regarding the project and to address questions and concerns. There will be representatives available at the conference from DEAM, the Office of Contract Compliance, the Ethics Office, Risk Management, and WorkSource Atlanta to discuss this project and to answer any questions. Respondents are encouraged to attend the Pre-Qualification Conference.

PRE-QUALIFICATION QUESTIONS:

Respondents will be allowed to ask questions during the Pre-Qualification Conference. However, please note that oral answers to questions during the **Pre-Qualification Conference on Monday, January 14, 2019** are not authoritative. The last date to submit questions in writing is **Wednesday, January 16, 2019 by 1:00 P.M. EST**.

RESPONSE DUE DATE:

Your response to this Request for Qualifications 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. EST, Monday, January 28, 2019**.

****ABSOLUTELY NO QUALIFICATION STATEMENT WILL ACCEPTED AFTER 2 :00P.M.****

Respondents will be publicly opened and read at **2:01 P.M. ET** on the respective due date in Suite 1900, 1" Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

Respondents 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 Qualification Statements due date of Monday, January 28, 2019, at 2:00 P.M., EST. The IIREA Preview Participation Form is set forth in Appendix C, included in the Request for Qualifications.

This Request for Qualifications is being made available by electronic means. If accepted by such means, then the Bidders acknowledges and accepts full responsibility for monitoring the DOP website for any addenda to the ITB. In the event of a conflict between a version of the Qualification Statement in the Respondent's possession and the version submitted to the DOP, the version submitted to 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 Jesse R. Dagen-Tillman., Contracting Officer, at jdagen@atlantaga.gov, to be placed on the Plan Holders List. Failure may prevent you from receiving any addenda that are issued.

The Qualification Statement 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 \$50.00 per package, beginning on December 28, 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 Bids when it is for good cause and in its best interest.

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