

**The Department of Procurement**  
on behalf of the  
***Department of Aviation***

**RFP-C-1200604 Demolition of Sheraton Hotel Complex**



**Presentation Made By:**  
**Ms. Jessica A. Boston, Contract Specialist**

Wednesday, August 20, 2020

Location: Zoom

Time: 10:00 A.M.

# City of Atlanta Panel



- **Welcome and Introductions**

- Ms. Jessica A. Boston, Contract Specialist

- **Ethics Department**

- **Note we need a scanned copy of the ethic flyer.**

- **Office of Enterprise Risk Management**

- Mr. John Smith, Risk Management Analyst- (Form 3- Financial Disclosure Form Appendix B)

- **Office of Contract Compliance**

- Mr. Alberto Aponte, Contract Compliance Senior (Appendix A)
- Mr. Keith Boykin, Contract Compliance Specialist

- **User Department – Department of Aviation**

- Terry Baldwin, Project Manager
- Thomas Wilson, Safety Manager

- **Closing: Department of Procurement**

- Ms. Jessica A. Boston, Contract Specialist

# Be Mindful of...



- Prohibited Contacts
- Non-Authoritative Statements
- Attendees and Plan Holders List
- DOP's IIREA Participation Program
- Last Day for the Question Addendum Deadline:
  - Friday, September 4, 2020 at 5:00 pm ET
- Proposal Due Date:
  - Thursday, October 1, 2020 no later than 2:00 p.m. via the City of Atlanta's eProcurement Portal



**Office of  
Enterprise Risk  
Management**

**Mr. John Smith,**  
Risk Analyst  
(Form 3- Financial  
Disclosure Form and  
Appendix B)

# Office of Risk Management



- [Appendix B Documents](#)



## Office of Contract Compliance

**Mr. Alberto Aponte**

Contract  
Compliance Senior

(Appendix A )

# Office of Contract Compliance



- [Contract Compliance Forms](#)

# Department of Aviation (User Agency)



- Introduction of Department's Business Objectives
  - **Department of Aviation**
- Opening the Floor for Questions & Answers
  - **(All Statements Made Today are Not Authoritative in this Forum!!!)**

All questions and responses provided are not considered authoritative until placed in writing and sent to the Contract Specialist.



# Solicitation Contents and Closing

Jessica A. Boston,  
*Contract Specialist*

Department of Procurement

# Part 2 – Contents of Proposals

## *Required Submittals*



- Proposals should be inclusive of Two Parts:

### I. Informational Proposal:

- A. Volume I – Information drafted by Proponent

Experience and Qualifications of Key Personnel/Staff;

Understanding and Approach;

Experience and Performance on Previous Projects;

References;.

- B. Volume II – Required Submittal Forms (Forms 1-7);

Proof of Authority to Transact Business in the State of Georgia;

### II. Financing Proposal: Exhibit A.1

**Proponent must submit their response via ATL Cloud Portal**

## Next Anticipated Procurement Steps

*After Proposal Due Date:*

*Thursday, October 1, 2:00 p.m. (eastern) via ATLCloud Portal*



- **Step 1: DOP Will Review Proposal(s) for Responsiveness**
  - Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
  - Form 2 - Contractor Disclosure Form and Questionnaire
  - Form 3 - Contractor Financial Disclosure
  - Form 4 - Offeror Contact Directory
  - Form 5 - Reference List
  - Form 6 - Proposal Guarantee
  - Form 7 - Prohibited Sources' (Contractor and Vendors) Ethics Pledge
- **Step 2: DOP Will Submit **ONLY** Responsive Proposals to Internal City Stakeholders to Review for Responsibility**
  - ✓ **Office of Contract Compliance** to Review Appendix A-Required Submittals
  - ✓ **Office of Enterprise Risk Management** to Review Form 3-Proponents Financial Disclosure Statements

# Reminders



- **Question and Answer Addendum Deadline:**

- **Friday, September 4, 2020 at 5:00 pm ET**

**\*\*QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED\*\***

- **Proposal Due Date:**

- **Thursday, October 1, , 2:00 p.m. (EDT)**

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

**Primary Point of Contact: Jessica A. Boston, Contract Specialist**

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