



October 26, 2017

## NOTICE TO FINALISTS

**To: AECOM, HNTB and VHB**

Please send an e-mail confirming receipt of this notice to Kirsten Mote ([kmote@aerocids.com](mailto:kmote@aerocids.com)).

**Re: RFQ 2017-0003 – Aerotropolis Transit Feasibility Study**

I congratulate you and your team on being selected as a finalist for further consideration to provide contract services on the above referenced project. This notice shall serve as an official request for additional required information and action from finalists. As a finalist, your team is required to provide:

- Presentation/Follow-Up

The remaining revised Schedule of Events of the original RFP is provided below:

Selection panel completes evaluation and issues notification to finalist teams	10/26/2017	-----
Deadline for Submission of written questions (by e-mail) from finalists	11/7/2017	2:00pm
Presentation/follow-up finalist teams	11/14/2017	See below

### **Presentations**

Presentations will be held on **Tuesday, November 14, 2017** at Aerotropolis Atlanta CIDs Office, 1400 Centre Parkway, Suite 132, Atlanta, GA 30331. Interviewees must check with CIDs staff for sign-in and directions when entering the building. The order of interviews was determined at random (by draw). The Schedule is as follows:

	Finalist Setup Start	Presentation Start	Presentation End
1 <sup>st</sup> Presentation: VHB	8:45 am	9:00 am	9:30 am
2 <sup>nd</sup> Presentation: HNTB	9:45 am	10:00 am	10:30 am
3 <sup>rd</sup> Presentation: AECOM	10:45 am	11:00 am	11:30 am

The time allotted to each team will not exceed thirty (30) minutes to include: twenty (20) minutes for proposer’s Presentation and ten (10) minutes for follow-up questions. Electronic presentations, such as PowerPoint, are allowed. Although the location will have a screen and projector available, presenters must be prepared with their own projector and laptop as backup for quick setup within the allotted fifteen (15) minutes. Lengthy presentation for executives or sales staff who will not have much involvement in the project are discouraged. Representatives of AACIDs, Aerotropolis Atlanta Alliance, Fulton County, and Hartsfield-Jackson Atlanta International Airport will be present during the Presentation. Other AACIDs staff may be present for training purposes or selection panel support. Teams shall not address any questions prior to the presentation to anyone other than Kirsten Mote.

### **Final Selection Method**

Teams will be evaluated on content of presentation, responses to questions and results of past performance. It should be noted that selection panelists reviewed all the proposals. Final selection will be accomplished by using the sum of individual rankings from the selection panelists.

Use innovation and creativity in addressing the following topics during your 20-minute presentation. The Proposal you submitted in response to the RFP was evaluated based upon criteria therein. The Evaluation Criteria for the remainder of the selection process are:

#### Presentation/Follow-Up (90%)

- A. Experience (30%)
  - 1. How does is your firm/team uniquely qualify you for this project?
  - 2. Describe how each key team member’s experience relates to their role in the project.
  - 3. Provide examples or best practices your firm or team has used in other projects similar in scope and size.
- B. Technical Expertise (30%)
  - 1. What do you see as the biggest challenges for transit in Aerotropolis?

2. How do you intent to integrate or utilize the Fulton County Transit Master Plan and Clayton County High Capacity Study?
  3. What is your approach to stakeholder/public outreach in such a geographically and demographically diverse land area?
  4. Demonstrate your expertise with regards to innovative technologies.
- C. Logistics (30%)
1. Describe your approach to managing the project with regard to scope, schedule and fee.
  2. How will your firm/team ensure that the AACIDs receives quality deliverables and will produce a plan that is implementable.

Past Performance (10%)

Conducted by AACIDs based on references submitted in your Proposal.

Please note that the scoring of the Proposal itself will not be utilized in the final selection. The scoring of the presentation and past performance will be utilized to determine the sole finalist with whom we will pursue contract negotiations.

Please address any questions you may have to Kirsten Mote, and congratulations again!

Kirsten Mote  
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