



RFP Questions & Responses

1. Can you please clarify the page limits? Since this is a digital submittal, the references to single-sided and double-sided pages are confusing. Can you confirm that the proposal may be a maximum of 25 pages and the appendix a maximum of 20 pages?

Response: Yes. The main proposal is limited to 25 pages, excluding the cover page and MDWBE status letter(s). The appendix may contain up to 20 single-sided PDF pages, which is the electronic equivalent of the 10 double-sided pages stated in the RFP. The appendix is separate from and does not count toward the 25-page proposal limit.

2. Item #8 indicates that respondents may provide a maximum of three project examples; however, the appendix description indicates that additional project examples may be included. Is there an overall maximum number of project examples? Is there a specific format for the appendix?

Response: The three projects submitted in response to Item #8 should serve as the primary detailed project examples for evaluation. The appendix may include supplemental materials or work samples demonstrating previous experience; however, respondents should not use the appendix to provide additional detailed project descriptions intended to circumvent the three-project limit. There is no prescribed format for the appendix other than the applicable page limit.

3. Can you confirm the email address and deadline for proposal submission?

Response: Yes. Final proposals should be submitted electronically to proposals@downtownatlantainc.com by 5:00 PM ET on October 16, 2026.

4. Will Downtown Atlanta, Inc. provide a two-week extension to allow consultants additional time to prepare their responses?

Response: Yes. Downtown Atlanta, Inc. has extended the proposal submission deadline by two weeks. Proposals are now due by **5:00 PM ET on October 30, 2026.**

5. The submittal requirements include résumés for key staff. Are résumés included in the 25-page proposal limit, or may they be included in the appendix?

Response: Résumés may be included in the appendix and will not count toward the 25-page proposal limit. The RFP allows the appendix to include materials highlighting previous work and résumés.

6. Would Downtown Atlanta, Inc. consider removing Submittal Item #4 because some of the requested information is also included in Items #2 and #3?

Response: Submittal Item #4 will remain a requirement. Respondents may cross-reference information provided elsewhere in their proposals, where appropriate, to avoid unnecessary duplication. Item #4 should clearly identify each subconsultant, key personnel, and the subconsultant's anticipated scope of services.

7. Submittal Item #8 requests a maximum of three similar or related projects successfully completed within the last five years. Does the three-project maximum apply to the proposed team as a whole, including the prime consultant and subconsultants, or may each firm provide three examples?

Response: The maximum of three detailed project examples applies to the proposed consultant team as a whole, including the prime consultant and any subconsultants. Respondents should select the three examples that best demonstrate the qualifications and experience of the proposed team.

8. Will a table of contents or section-divider pages count toward the 25-page proposal limit?

Response: Yes. A table of contents and section-divider pages will count toward the 25-page proposal limit. The cover page and MDWBE status letter(s) are excluded from the page limit, as stated in the RFP.

9. May graphics such as the organizational chart, project schedule, or budget be presented on 11" × 17" pages?

Response: Yes. Limited use of 11" × 17" pages is acceptable for graphics such as organizational charts, schedules, or budget tables where the larger format improves readability. Each 11" × 17" sheet will count as one page toward the applicable page limit.

10. Are cost proposals required to comply with Federal Acquisition Regulation (FAR) Part 31, regarding federal cost principles for for-profit entities?

Response: Yes. Because this project is federally funded through ARC's Livable Centers Initiative program, applicable federal cost principles apply.

11. Task 2 identifies summaries of Project Advisory Group meetings as a required deliverable. Is there an existing Project Advisory Group? If not, what is its intended composition and role?

Response: A Project Advisory Group has not yet been formally established. The group will be developed during project initiation in coordination with Downtown Atlanta, Inc., Sweet Auburn Works, ARC, and the selected consultant. Its membership and role will be established as part of the project initiation and community-engagement process.

12. How many Project Advisory Group meetings are anticipated, and will the consultant be responsible for convening and facilitating the group?

Response: The approved scope does not prescribe a specific number of Project Advisory Group meetings. The number, frequency, and responsibilities associated with convening and facilitating the group will be established during project initiation in coordination with Downtown Atlanta, Inc., Sweet Auburn Works, ARC, and the selected consultant.