

**A RESOLUTION BY TRANSPORTATION COMMITTEE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR PROJECT NUMBER FC-6858, MAYNARD HOLBROOK JACKSON, JR. INTERNATIONAL TERMINAL (“MHJIT”) FINAL CLOSEOUT AUDIT SERVICES WITH TAX & ACCOUNTING SOLUTIONS, INC. AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY FIVE THOUSAND AND 00/100 U.S. DOLLARS (\$135,000.00); WITH ALL SERVICES BEING CHARGED TO AND PAID FROM FDOA: 5501 (AIRPORT REVENUE FUND) 180104 (DOA INTERNAL AUDIT) 5212001 (CONSULTANT/PROFESSIONAL SERVICES) 7563000 (AIRPORT); AND FOR OTHER PURPOSES.**

**Review List:**

Patricia E McIver	Completed	11/04/2013 3:59 PM
Jennifer Andrews	Completed	11/04/2013 4:54 PM
Louis Miller	Completed	11/05/2013 7:45 AM
Information Technology	Skipped	11/04/2013 4:46 PM
Procurement	Completed	11/05/2013 11:20 AM
Adam Smith	Completed	11/05/2013 4:29 PM
Mayor's Office	Completed	11/05/2013 4:42 PM
Office of Research and Policy Analysis	Completed	11/05/2013 5:09 PM
Transportation Committee	Pending	
Atlanta City Council	Pending	
Mayor's Office	Pending	

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

**A RESOLUTION  
BY TRANSPORTATION COMMITTEE**

**A RESOLUTION BY TRANSPORTATION COMMITTEE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR PROJECT NUMBER FC-6858, MAYNARD HOLBROOK JACKSON, JR. INTERNATIONAL TERMINAL (“MHJIT”) FINAL CLOSEOUT AUDIT SERVICES WITH TAX & ACCOUNTING SOLUTIONS, INC. AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY FIVE THOUSAND AND 00/100 U.S. DOLLARS (\$135,000.00); WITH ALL SERVICES BEING CHARGED TO AND PAID FROM FDOA: 5501 (AIRPORT REVENUE FUND) 180104 (DOA INTERNAL AUDIT) 5212001 (CONSULTANT/PROFESSIONAL SERVICES) 7563000 (AIRPORT); AND FOR OTHER PURPOSES.**

WHEREAS, the City of Atlanta (“City”), as owner and operator of Hartsfield-Jackson Atlanta International Airport (“H-JAIA”), has undertaken a major expansion program to accommodate increasing passenger traffic; and

WHEREAS, the Department of Aviation’s General Manager has directed its Internal Audit Team to partner with an external auditing firm to coordinate and conduct a final closeout audit of the MHJIT projects; and

WHEREAS, the purpose of this independent audit is to verify that MHJIT projects were conducted and closed out in adherence to the Department of Aviation’s applicable planning and development policies and procedures; and

WHEREAS, the City solicited proposals for Project Number FC-6858 entitled MHJIT Final Closeout Audit Services on behalf of the Department of Aviation; and

WHEREAS, the Aviation General Manager and Chief Procurement Officer recommend that a contract for Project Number FC-6858 entitled MHJIT Final Closeout Audit Services, be awarded to Tax & Accounting Solutions, Inc., in an amount not to exceed One Hundred Thirty Five Thousand and 00/100 U.S. Dollars (\$135,000.00).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor is authorized to execute a contract for Project Number FC-6858 entitled MHJIT Final Closeout Audit Services with Tax & Accounting Solutions, Inc. on behalf of the City in an amount not to exceed One Hundred Thirty Five Thousand and 00/100 U.S. Dollars (\$135,000.00).

BE IT FURTHER RESOLVED, that the Contractor is expected to achieve substantial completion of the project within 180 calendar days from the date the City delivers the notice to proceed for Project Number FC-6858.

BE IT FURTHER RESOLVED, that all work for Project Number FC-6858 be charged to and paid from FDOA: 5501 (Airport Revenue Fund) 180104 (DOA Internal Audit) 5212001 (Consultant/Professional Services) 7563000 (Airport).

AND FINALLY BE IT RESOLVED, that the contract for Project Number FC-6858 will not become binding on the City and the City will incur no liability or obligation under the contract until the contract has been executed by the Mayor, attested to by the Municipal Clerk, approved by the City Attorney as to form and delivered to Tax & Accounting Solutions, Inc.

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE L. BYRD

Dept.'s Legislative Liaison: Anita Williams

Contact Number: 404-530-6600

Originating Department: Aviation

Committee(s) of Purview: Transportation

Chief of Staff Deadline: 10/25/13

Anticipated Committee Meeting Date(s): 11/13/13

Anticipated Full Council Date: 11/18/13

Legislative Counsel's Signature: Jonathan Hunt

Commissioner's Signature: [Signature]

Chief Financial Officer: N/A [Signature]

Chief Information Officer Signature (for IT Procurements) N/A

Chief Procurement Officer Signature: [Signature]

**CAPTION**

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR PROJECT NUMBER FC-6858, MAYNARD HOLBROOK JACKSON, JR. INTERNATIONAL TERMINAL ("MHJIT") FINAL CLOSEOUT AUDIT SERVICES WITH TAX & ACCOUNTING SOLUTIONS, INC. AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY FIVE THOUSAND AND 00/100 U.S. DOLLARS (\$135,000.00); WITH ALL SERVICES BEING CHARGED TO AND PAID FROM FDOA: 5501 (AIRPORT REVENUE FUND) 180104 (DOA INTERNAL AUDIT) 5212001 (CONSULTANT/PROFESSIONAL SERVICES) 7563000 (AIRPORT); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT: (if any) \$135,000.00

**Mayor's Staff Only**

Received by CPO: 10/14/13  
(date)

Received by LC from CPO: [Signature]  
(date)

Received by Mayor's Office: 10.16.13  
(date)

Reviewed by: [Signature]  
(date)

Submitted to Council: \_\_\_\_\_  
(date)

## ***Legislative White Paper***

**Committee of Purview: Transportation**

**Caption:**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR PROJECT NUMBER FC-6858, MAYNARD HOLBROOK JACKSON, JR. INTERNATIONAL TERMINAL (“MHJIT”) FINAL CLOSEOUT AUDIT SERVICES WITH TAX & ACCOUNTING SOLUTIONS, INC. AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY FIVE THOUSAND AND 00/100 U.S. DOLLARS (\$135,000.00); WITH ALL SERVICES BEING CHARGED TO AND PAID FROM FDOA: 5501 (AIRPORT REVENUE FUND) 180104 (DOA INTERNAL AUDIT) 5212001 (CONSULTANT/PROFESSIONAL SERVICES) 7563000 (AIRPORT); AND FOR OTHER PURPOSES.**

**Council Meeting Date:** November 18, 2013

**Legislation Title:** MHJIT Final Closeout Audit

**Requesting Dept.:** Aviation

**Contract Type:** Professional Services

**Source Selection:** Bid

**Bids/Proposals Due:** 09/04/13

**Invitations Issued:** N/A

**Number of Bids/**

**Proposals Received:** 3

**Bidders/Proponents:** Choice Business Solutions, Inc., Tax and Accounting Solutions, Inc., and Banks, Finley, White & Company

### **Background:**

Approval for the Mayor to execute an Agreement with Tax & Accounting Solutions, Inc., for the Maynard Holbrook Jackson, Jr. International Terminal (“MHJIT”) Final Closeout Audit Services at Hartsfield-Jackson Atlanta International Airport (“H-JAIA”).

The selected construction auditing firm will coordinate and conduct a due diligence Final Closeout Audit of the MHJIT projects. The auditor will be required to verify that the projects completed in fulfillment of the MHJIT were done in accordance with the Planning and Development (“P&D”) Policies and Procedures (“P&Ps”) 09-900, Project Closeout, 02-126, Document Control Processing Functions, 09-217, Contract Closeout, and 09-240, Project Management Record.

The MHJIT can accommodate eight group V aircraft and four group IV aircraft for a total of 12 gated positions providing increased flexibility to the airport. The project includes international passenger support facilities consisting of passenger hold rooms, a U.S. Customs and Border Protection facility expansion, ticketing/check-in facilities, passenger security screening, concessions space, baggage handling/screening facilities, a two-level curb front, airline facilities, passenger loading bridges, and a passenger/baggage connector to the existing international concourse ("Concourse E"). Also included are modifications to the apron area, baggage room and departures and baggage claim levels of Concourse E.

**Source of Funds:** Airport Revenue Fund

**Fiscal Impact:** \$135,000.00

**Term of Contract:** 180 calendar days

**Method of Cost Recovery:** N/A

**Approvals:**

**DOF:** yes

**DOL:** yes

**Prepared By:** Anita Williams

**Contact Number:** 404-382-2313



KASIM REED  
Mayor

LOUIS E. MILLER  
Aviation General Manager

**To:** Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
Department of Procurement

**From:** Louis E. Miller  
Aviation General Manager  
Department of Aviation

**Date:** September 20, 2013

**SUBJECT:** Contract FC-6858 – MHJIT Final Closeout Audit Services  
Recommendation for Award

The Department of Aviation (DOA) has completed its review of the Bid Evaluation Package for the above referenced project as provided by the Department of Procurement. The eligible bid determined by the Office of Contract Compliance and the Department of Procurement was Tax and Accounting Solutions, Inc.

Based on our review of the documentation and the results as provided in the Bid Evaluation package, and in accordance with City Code Section 2-1189 Competitive Sealed Proposals, we recommend award of Contract FC- 6858 – MHJIT Final Closeout Audit Services to the most responsive and responsible Proponent, Tax and Accounting Solutions, Inc., in an amount not to exceed \$135,000.

The DOA will submit legislation requesting authorization to execute a Contract with Tax & Accounting Services, to be considered at the November 18, 2013 Council session.

If additional information is required, please contact Yanique Swan at 404-382-2231.

**Attachments**

cc: Y. Swan  
T. Thomas  
J. Orr

Document Control  
L. Hood  
L. Page

R. Council



## FC-6858, MHJIT Final Closeout Audit Services; Tax and Accounting Solutions, Inc.

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Independent Auditors will review Planning and Development (P&D) Policies and Procedures (P&Ps) and Maynard Holbrook Jackson International Terminal (MHJIT) project documents to ensure compliance and adherence to applicable P&D P&Ps. They will interview key Principal H-JDP Managers, Program Managers, Construction Managers and others as necessary to develop a complete understanding of the MHJIT projects and to further refine their Audit Plan. The Auditors will have forty (40) business days from the Notice to Proceed to present a draft audit report. Department of Aviation will have twenty (20) business days to review the draft report, provide clarifications/corrections and document Management Responses. Upon receipt of the accepted draft audit report, the Proponent will have ten (10) business days to present the Final Audit Report.

### FC-6542, MHJIT Audit Services

Authorizing Resolution: TBD

Adopted: TBD

Approved: TBD

Contract Term: 180 calendar days from Notice to Proceed

### Tax & Accounting Solutions:

Tax & Accounting Solutions, Inc., is a full service CPA firm committed to providing excellence in professional services for small to midsize companies. Our services include income tax preparation, accounting, audit and business consulting.

Tax & Accounting Solutions, Inc., is a premier provider of internal auditing and related risk assessment services that identify risks & related controls & control weaknesses. Tax & Accounting Solutions, Inc. delivers uniquely focused expertise in internal auditing and related risk assessment services to corporate clients. We understand internal control and have an appreciation for what constitutes a solid internal control structure. Our knowledge and expertise in Sarbanes-Oxley compliance auditing enables us to provide our clients with greater value.

#### **Domicile:**

Tax & Accounting Solutions  
3915 Cascade Road  
Suite T-145  
Atlanta, GA 30331  
(404) 472 – 0702

#### **Contact:**

Regina D. Page  
3915 Cascade Road  
Suite T-145  
Atlanta, GA 30331  
(404) 472-0702

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

Committee of Purview:

Caption:

Council Meeting Date:

Requesting Dept.:

FAC Confirmed by:

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

Approval for the Mayor to execute an Agreement with Tax & Accounting Solutions, Inc., for the Maynard Holbrook Jackson, Jr. International Terminal (“MHJIT”) Final Closeout Audit Services at Hartsfield-Jackson Atlanta International Airport (“HJIA”).

**2. Please provide background information regarding this legislation.**

The selected construction auditing firm will coordinate and conduct a due diligence Final Closeout Audit of the MHJIT projects. The auditor will be required to verify that the projects completed in fulfillment of the MHJIT were done in accordance with the Planning and Development (“P&D”) Policies and Procedures (“P&Ps”) 09-900, Project Closeout, 02-126, Document Control Processing Functions, 09-217, Contract Closeout, and 09-240, Project Management Record.

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Attachment: MHJIT Final Closeout Audit Request Form (13-R-3738 : MHJIT Closeout Audit)

**3. If Applicable/Known:**

- (a) **Contract Type** (e.g. Professional Services, Construction Agreement, etc): Professional Services
- (b) **Source Selection:** Bid
- (c) **Bids/Proposals Due:** 09/04/13
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** 3
- (f) **Proposals Received:** 3
- (g) **Bidders/Proponents:** Choice Business Solutions, Inc., Tax and Accounting Solutions, Inc., and Banks, Finley, White & Company
- (h) **Term of Contract:** 180 calendar days

**4. Fund Account Center:** FDOA: 5501 (Airport Revenue Fund) 180104 (DOA Internal Audit) 5212001 (Consultant/Professional Services) 7563000 (Airport.

**5. Source of Funds:** Airport Revenue Fund

**6. Fiscal Impact:** \$135,000

**This Legislative Request Form Was Prepared By:** Tommy Thomas, Jr., P&D Contracts