



**Date:** August 9, 2017

**To:** Prospective Proposers

**From:** Jason Burch, Director of Air Service & Marketing  
Charlottesville-Albemarle Airport Authority

**Subject:** ADDENDUM #1  
Request for Proposals: Airport Signage

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**This addendum serves to make five (5) changes to the Airport Signage RFP, posted August 1, 2017. This addendum is three (3) pages.**

**1) Section V - CONTRACTOR REQUIREMENTS AND QUALIFICATIONS is modified with the following changes:**

Please remove "*in an airport setting*" from paragraph two. Paragraph two shall read as:

The Contractor will be responsible for supplying all necessary labor, supplies, tools, equipment, and transportation to perform the work as requested. The Contractor is responsible for securing any necessary permits and must be licensed to conduct business in the Commonwealth of Virginia. The Contractor must also have all applicable licenses for design/installing commercial signage.

<b>END CHANGES TO CONTRACTOR REQUIREMENTS AND QUALIFICATIONS</b>
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**2) The PROPOSAL CONTENTS; SELECTIONS PROCEDURE: section is modified by the addition of the following:**

VII. PROPOSAL CONTENTS; SELECTION PROCEDURES:

A. Requirements for Proposals (FORMS)

8. Pricing and Fees

Proposed pricing model for airport signage to include:

- a. Consulting fees:
  - i. Rate \_\_\_\_\_per hour
  - ii. Or monthly retainer of \$\_\_\_\_\_. (Identify the number of hours covered in the monthly retainer\_\_\_\_\_)
- b. Installation fees:
  - i. Rate \_\_\_\_\_per hour
- c. Maintenance, relocation, removal and disposal fees:
  - i. Rate \_\_\_\_\_per hour
  - ii. Or monthly retainer of \$\_\_\_\_\_. (Identify the number of hours covered in the monthly retainer\_\_\_\_\_)
- d. Fees for on-call emergencies outside CHO's "normal business hours"
  - i. Rate \_\_\_\_\_per hour
  - ii. Or monthly retainer of \$\_\_\_\_\_. (Identify the number of hours covered in the monthly retainer\_\_\_\_\_)
- e. List of value-added services and costs if applicable: \_\_\_\_\_  
\_\_\_\_\_

**END CHANGES TO PROPOSAL CONTENTS; SELECTION PROCEDURES**

**3) The PROPOSAL CONTENTS; SELECTIONS PROCEDURE: section is modified by the following changes:**

VII. PROPOSAL CONTENTS; SELECTION PROCEDURES:

D. Evaluation Criteria

Evaluation of proposals will be based on responsiveness, appearance, presentation, as well as the criteria listed below:

- 1. Proven professional competence and experience within the past five (5) years with emphasis on quality of similar-type work as identified in the "EXAMPLE OF SERVICES TO BE PROVIDED" section above. (30%)
- 2. Description of ten (10) relevant projects which were completed within budget and established schedule to demonstrate evidence of ability to

complete projects in a timely manner and of the ability to adhere to established project schedules and fee agreements. (20%)

3. Price of goods and services (20%)
4. Evidence of understanding of the range of services being requested. (20%)
5. Ability to provide 24-hour “on-call” emergency service and timelines for response. (10%)

<b>END CHANGES TO PROPOSAL CONTENTS; SELECTION PROCEDURES</b>
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**4) Section VI, Letter C – “CONTRACTOR REQUIREMENTS AND QUALIFICATIONS: TERM” is modified with the following changes:**

VI. CONTRACT TERMS AND CONDITIONS:

C. TERM:

The contract entered into between the Authority and the Contractor resulting from this RFP shall extend for an initial term of one year. The Authority reserves the right, in its sole discretion, to extend the Contract for up to four (4) additional one (1) year terms, (potential “Years 2-5”) if: (i) neither party has terminated the contract, and (ii) the Authority has funds available and appropriates funds to support continuation of performance of the contract, and (iii) the Contractor’s performance is satisfactory to the Authority. The Authority retains the option to review performance, and proposed pricing, and elect to renew or terminate at its discretion. Either party may terminate the contract upon 60 days’ advance notice to the other.

<b>END CHANGES TO CONTRACT TERMS AND CONDITIONS</b>
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**5) Within the “Experience Statement” of Exhibit B: Proposal Documents, the Proposer is asked to submit details concerning 10 projects. Please submit photos for those 10 projects.**

END OF ADDENDUM