



Date: June 20, 2019

To: Prospective Proposers

From: Penny Shifflett, Director of Finance & Administration
Charlottesville-Albemarle Airport Authority

Subject: ADDENDUM #2
Request for Proposals: RFP# 2019-0002 Terminal Area Plan

This addendum serves to clarify the proposal organization and format and to address questions presented at the pre-proposal conference related to the Terminal Area Plan RFP, on June 13, 2019.

Question 1: Section 2.6 states “Proposals must be organized with the following headings and subheadings” as well as “Proposals should be organized and presented in the order and by the number assigned in the RFP”. Section 4.0 specifically numbers each requirement. Should each section be labeled with the numbers provided beginning in Section 4.0? Please advise on the correct format for this submittal.

a. Section 2.6 (Proposal Organization and Format) states the following:

Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are as follows:

- *Proposal Form (Attachment A to this RFP)*
- *Introduction (See Section 4 of this RFP)*
- *Response to general requirements (See Section 4 of this RFP)*
- *Organizational qualifications Staff qualifications and Facilities References*
- *Response to technical requirements (See Section 5 of this RFP)*
- *Required forms (See Section 6 of this RFP) (Attachment A)*
- *Appendices (Additional Information the offeror submits)*

b. Section 4.0 (General Proposal Requirements) is organized as follows:

- *4.0 GENERAL PROPOSAL REQUIREMENTS*
- *4.1 Proposal Form (Attachment A)*
- *4.2 Introduction*
- *4.3 Organization Capabilities*
- *4.3.1 Project approach*
- *4.3.2 Federal/State Agency and Government Relations Experience*
- *4.4 Staff Qualifications*
- *5.0 TECHNICAL REQUIREMENTS*
- *5.1 Terminal Area Plan and full Airport Master Plan Experience*
- *6.0 REQUIRED FORMS*

Answer 1: We apologize for the conflicting information in Section 2.6 and Section 4 of the original RFP. Proposals should be submitted in the following format (with each section of the Proposal (#4.1, #4.2)and separated by tabs or otherwise clearly marked):

- # 4.1 Proposal Form (Attachment A to the RFP)
- # 4.2 Introduction of Firm
- # 4.3 Organizational Capabilities
- # 4.3.1 Project Approach
- # 4.3.2 Federal/State Agency and Government Relations Experience
- # 4.4 Staff Qualifications
- # 5.1. Terminal Area Plan and full Airport Master Plan - Firm's Experience
- Appendices (Additional Information the proposer wishes to submit)

Please see Sections 4, 5 and 6 (and their subsections) for specific information to be provided in the proposal response.

Question 2: *Additionally, Section 4.0 (General Proposal Requirements) lists "4.1 Proposal Form (Attachment A)" at the beginning and then there is a section titled "6.0 Required Forms" which also references Attachment A. Would you like the Proposal Form (Attachment A) provided at the beginning on the submittal as it's own tab? Or should it be submitted under the Required Forms tab/section?*

Answer 2: Please see Answer 1 above that identifies the required numbering/labeling of the proposal submission, and please note the following:

The proposal form (Attachment A) should be submitted as the first section of your proposal (# 4.1 Proposal Form (Attachment A to the RFP))

Question 3: *With regard to Attachment A, the "Reference" portion of that document (Page 18 of the entire RFP, or Page 8 of Attachment A) is requesting references for "creative marketing and website services". Could you clarify if that is the focus for the references as this proposal is to address on-call airport business consulting services?*

Answer 3: In the "References" section of the Proposal Form (Attachment A), the first paragraph should read as follows:

Offerors must provide at least five (5) client references for which Terminal Area and/or full Airport Master Planning Services have been provided, including the following information. These references will be used to illustrate the offeror's ability to supply the services sought in the RFP.

Question 4: *Section 3.1 of the RFP has the words "including price" at the end.*

Answer 4: This is not applicable in this RFP. Price will not be a factor in this selection process.

Question 5: *Do we expect the selected entity to also perform a financial feasibility along with any planning or will that be the responsibility of the anticipated on-call business consultant?*

Answer 5: Any financial feasibility will be performed by a third party.

END OF ADDENDUM