



Date: June 20, 2019

To: Prospective Proposers

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

Subject: ADDENDUM #3
Request for Proposals: RFP #2019-0001 On-Call Airport Business Consulting Services
Original Posting RFP Date: May 29, 2019

This addendum serves to clarify the proposal organization and format and to address questions presented after the pre-proposal meeting held on June 11, 2019 @ 2:00pm at the Charlottesville-Albemarle Airport.

Question 1: With regard to RFP Section 2.6, Proposal Organization and Format, Bullet #4 (page 8): Should the name of the 4th section be titled "Organizational qualifications Staff qualifications and Facilities References"? Or should that section be titled "Organizational Qualifications" and the section following that is intended to be titled "Staff Qualifications"? If there is to be an additional following section titled "Facilities References", would you please provide information on what is to be included in that section?

Answer 1: We apologize for the conflicting information in Section 2.6 of the original RFP. Proposals should be submitted in the following format (with each section of the Proposal (#4.1, #4.2) 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 Commercial Airport Experience
 - # 4.3.2 Federal/State Agency and Government Relations Experience
- # 4.4 Staff Qualifications
 - # 5.1.1 Airport Business Consulting Services - Firm's Experience
 - # 5.2.1 Airline Agreement - Experience with Agreement Development/Negotiation/Implementation
 - # 5.2.2 Airline Agreement - Sample Agreements and/or Ordinances (See Question #5 Below)
 - # 5.2.3 Airline Agreement – Experience with Rates and Charges Methodologies
 - # 5.3.1 Project Financial Analysis/Development – Experience with General Feasibility Services
 - # 5.3.2 Project Financial Analysis/Development – List
 - # 5.3.3 Project Financial Analysis/Development – Experience with Financing Plans
- # 6.2 Cost/Financial Proposals: (Attachment B to the RFP)
- 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.

Questions 2: With regard to RFP Section 2.6, Proposal Organization and Format, Bullet 7 (page 8): Please confirm that you do not require a separate section of our proposal for Required Forms since Attachment A will be shown in our "Proposal Form" section, and Attachment B will be included in our "Cost Proposal" section?

Answer 2: Please see the answer to #1 above

Question 3: With regard to Attachment A, the "Reference" portion of that document (Page 20 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" portion of Attachment A, the first paragraph should read as follows:

Offerors must provide at least **five (5)** client references for **which airport business consulting 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: Do you require wet signatures for the original copy of our Proposal?

Answer 4: No, we do not require a wet signature.

Question 5: In order to conserve paper, may we provide the copies of our Example Lease Agreements and Ordinances (which can be quite voluminous) just on our USB drive, or do you require them to be included as paper copies in our submittal?

Answer 5: It is fine to submit voluminous items on the USB, but you must indicate within each section of your proposal a description of what information is being provided on the USB drive.

END OF ADDENDUM