



Date: June 7, 2019

To: Prospective Proposers

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

Subject: ADDENDUM #1
Request for Proposals: On-Call Airport Business Consulting Services

This addendum serves to address questions related to the On-Call Airport Business Consulting Services RFP, posted May 29, 2019.

1. Is it possible to participate in the June 11 Pre-Proposal Conference by telephone? If so, could a call-in number be provided?

Yes, this is possible. A number will be emailed out on Monday, June 10, 2019 to all those that have requested the RFP.

2. Please provide direction on how the Airport Authority would like firms to complete Attachment A if a company is 100% employee owned.

The offeror should provide a copy of a board of directors' resolution, or other organizational document, that expressly authorizes a specific individual to enter into binding contracts on behalf of the company. The individual identified in that documentation is the person who must sign the proposal form.

3. Does the Airport Authority currently have a contractual relationship with an on-call airport business consultant?

No

4. Would the Airport Authority consider extending its deadline for receipt of proposals from June 21, 2019?

A revised RFP Schedule is provided below:

RFP Schedule

Notice of RFP:	May 29, 2019
Pre-Proposal Conference:	June 11, 2019 @ 2:00 p.m.
RFP Questions Due:	June 19, 2019
Response to RFP Questions:	June 21, 2019
Proposal Submission Deadline:	June 26, 2019 @ 3:00 p.m.
Interviews/Negotiations:	July 5-9, 2019

END OF ADDENDUM