



**Replacement of Baggage Belt Systems at the
Commercial Passenger Terminal for
Charlottesville-Albemarle Airport**

RFP #2023-05

ADDENDUM #2

November 22, 2022

Pre-Proposal Presentation



Replacement of Baggage Belt Systems
At the Charlottesville-Albemarle Airport
Commercial Passenger Terminal
RFP# 2023-05

RFP Pre-Submittal Meeting
November 15, 2022
10:00 a.m.



Replacement of Baggage Belt System for Charlottesville Albemarle Airport

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the replacement of the inbound and outbound baggage transfer systems at the commercial passenger terminal.

Deadline for Receipt of Proposals:

December 12, 2022 - 2:00 p.m. Eastern Time

Deliver Statements To:

*Charlottesville Albemarle Airport Administration Office,
100 Bowen Loop, Suite 200,
Charlottesville, VA 22911
Attention: Jason Burch*

LATE FAXED, ELECTRONIC MAIL, OR UNSIGNED PROPOSALS WILL BE REJECTED

A little about CHO

- The Charlottesville Albemarle Airport Authority is a political subdivision of the Commonwealth of Virginia, created in 1984 by the Virginia Acts of Assembly. The Authority board consists of the City Manager, the County Executive, and one private citizen appointed from the Charlottesville Albemarle Joint Airport Commission. The Commission is an advisory group composed of seven members appointed by the Charlottesville City Council and Albemarle County Board of Supervisors.
- The CHO is a non-hub commercial facility served by three major airlines: Delta Airlines, United Airlines and American Airlines.



Purpose of the RFP:

- The Airport Authority is seeking proposals from professional firms with experience in designing, installing and maintaining inbound and outbound baggage transfer systems at commercial air passenger airports.



Existing Baggage Transfer System:

- The CHO Passenger Terminal was built in 1991 and construction included installation of the existing inbound and outbound baggage transfer systems. Changing security requirements, increased passenger demand and other events made necessary some changes to the system. Now, the age of the system and the unavailability of parts and components compel CHO to replace the entire system.



Scope of Services:

The Authority is seeking a single contractor able to provide required material and services for the inbound and outbound baggage systems. Sub-contractors may be used but must be identified in the proposal.

Project General Elements:

- Existing Baggage Systems Inventory
- Design for Replacement System
- Fabrication
- System Installation
- Staff Training
- Comprehensive system manuals and documentation
- Warranty



Evaluation Criteria:

Proposals will be evaluated and scored using the following criteria:

	Description	Percent
1.	General requirements - Conformance with Proposal format and content requirements (Sections 2.0 and 4.0)	5
2.	Business Information/Introduction (Section 4.2)	5
3.	Experience and Qualification Statement(Sections 4.3 and 4.4)	30
4	Execution of Plan (Section 4.5)	20
5.	Prices and Fees (Section 4.6)	20
6.	Required Forms (Section 6.0)	
	Attachment A – Proposal Form (Section 6.0) (an executed Certificate of No Collusion must be included)	15
	Attachment B – Offeror's Acknowledgement Receipt of Addendum(s) to RFP # 2023-03 (Section 6.0)	3
	Attachment C – Offeror's Acknowledgement Receipt of Federal Required Contract Provisions and General Terms and Conditions between the Airport Authority and Non-Governmental Parties for Purchase of Goods and Services. (Section 6.0)	2
TOTAL		100

The Authority reserves the right to cancel this RFP at any time and reject any proposal received in response to this RFP.

Forms Required with Proposals:

- Attachment A-Proposal Form
 - Financial and Background Data
 - References
 - Offeror's Signature Page
 - *If Offeror is a Corporation, include corporate resolution indicating parties authorized to contract on behalf of the corporation, and corporate seal certified by the Secretary of the Corporation.*
 - **Certificate of No Collusion**
- Attachment B-Acknowledgement of RFP #2023-05 Addendum(s)
 - Frequently Check www.gocho.com/Public-notice for published addenda.
- Attachment C
 - Acknowledgement of Federal Required Contract Provisions for Airport Improvement Projects.
 - Acknowledgement of General Terms and Conditions for Contracts between the Airport Authority and non-governmental parties for purchases of goods and services.

Calendar of Events:

DATE	EVENT
Nov. 1, 2022	Date of issue of the RFP
Nov. 15, 2022	Pre-Proposal Meeting - 10:00 a.m. at the Airport, attendance is not mandatory.
Nov. 28, 2022	Deadline for submitting written inquiries - 2:00 p.m. Eastern Time.
Dec 2, 2022	Date the Authority will Provide Response to RFP Questions, posted on www.gocho.com/public-notice .
Dec. 12, 2022	Deadline for Submission of Proposals - 2:00 p.m. Eastern Time
Dec. 16, 2022	Review of Proposals/Interviews/ Negotiations
Dec. 28, 2022	Notice of Intent to Award will be posted on Authority's website
Jan. 10, 2023	Award of Contract
Feb. 1, 2023	Target Date for Commencement of Contract



Deliver RFP #2023-05 to:

**Charlottesville Albemarle Airport Administration Office
100 Bowen Loop, Suite 200
Charlottesville, VA 22911
Attention: Jason Burch**

All Proposals must be packaged, sealed and show the following information on the outside of the package:

- Offeror's name and address
- RFP Identification (lower-left corner of package):
**RFP #2023-05 Replacement of Baggage Belt Systems at the Commercial Passenger
Terminal for Charlottesville Albemarle Airport**
- Deadline (date and time) for Submission of Proposals

Electronic Submission of Proposals

- Hard copies are still required. Provide a tracking number associated with the mailing of the required hard copies within the electronic submission.
- All bids received electronically are to be submitted by December 12, 2022 @ 2:00pm EST and sent to jburch@gocho.com.
- Regardless of electronic complications, if bids are received after 2:00 p.m. they will be rejected.
- **The subject line of the email must read: “RFP #2023-05 Replacement of Baggage Belt Systems CHO Airport.”**
- Proposals submitted electronically will not be opened until after the submission deadline.



Additional Questions and Comments, Please Submit in Writing:

- E-mail: Mr. Jason Burch, jburch@gocho.com
- FAX: (434) 974-7476

