Date: August 9, 2017

To: Prospective Proposers

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

Subject: ADDENDUM #3 – Questions and Answers
Request for Proposals: Airport Flight Information Display System, Media Management System, Baggage Claim Announcement System and Public Address System Services.

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1. **How long would you expect the Pre-Proposal meeting to last?**
   Answer: I am estimating an hour to an hour and a half. Of course, it all depends on the number of attendees and how many questions are asked. Since this meeting is optional, it is difficult to estimate how many attendees there will be.

2. **Regarding the August 2nd pre-proposal meeting, is there a dial-in number that may be provided for us to call in and participate in the meeting remotely?**
   Answer: Unfortunately, this meeting will not be set up as a conference call. Please keep in mind that this meeting is optional, and that all questions that are asked will be posted in an addendum.

3. **When do you expect the contract to begin?**
   Answer: As early as October 1. At least one phase (2 digital Media monitors and supporting software) will need to be installed NO LATER THAN November 15.

4. **Should tax be included in our proposal, or are you tax exempt?**
   Answer: CHO Airport is tax exempt.

5. **The RFP references bonding. Is bonding necessary?**
   Answer: We do not anticipate the need for a bond at this time.

6. **What size monitors are at baggage claim [above parking kiosk]?**
   Answer: The current monitors above the parking kiosk are 42" monitors.

7. **What size are the monitors above the baggage carousel?**
   Answer: The current monitors above the baggage carousel are 72" monitors. The RFP states that we would like to replace them with 75" monitors.

8. **Are the firehouse and terminal on the same system?**
   Answer: FIDS, messaging, and PA systems do not extend from the terminal to the firehouse, but there is a plan to include the Maintenance/ARFF/Ops building.

9. **Is the PSO office to be included?**
   Answer: We would like to see a design (during the design phase) that includes a monitor in the PSO building

10. **Clarification: The [stand-alone] counter at Gate 3 is the old system, but the gate counter by the Gate 3 door is the new system?**
    Answer: Yes

11. **The brick columns don't necessarily have to have monitors, but they are still open for design, correct?**
    Answer: Yes

12. **What do you mean by wayfinding (When a possible wayfinding location was pointed out)?**
    Answer: Digital signage used to identify locations throughout the terminal

13. **Are you looking for ceiling mounts?**
    Answer: We are not ready to discuss specific locations. We would hope that this would be part of the design phase.

14. **Do you have physical servers or a virtual environment?**
    Answer: This is not a virtual environment, but we are open to all systems.

15. **Are there any locations within the terminal that are beyond 300 feet of a switch?**
    Answer: Not currently

16. Do the monitors have their own dedicated speakers?
Answer: Not zoned, just the monitor speakers themselves

17. Regarding power and data – you have staff for installation and oversight?
Answer: We do reserve the right to utilize in-house resources for power and data installation and oversight

18. At gates, are the paging stations network drops/runs?
Answer: The gate paging stations are antiquated. All run back to their respective individual systems.

19. Is the breakdown for pricing per monitor or total?
Answer: This is up to the proposer

20. Do you foresee paging in the Founders Lounge or television?
Answer: Yes

21. Do the speakers in the Founders Lounge run into the server room?
Answer: Only one speaker is from the original configuration and is tied into the main system. The others were added during the construction of the Founders Lounge and are controlled in the lounge itself

22. So your immediate need is for media management in baggage claim, but everything else can be done at a later time?
Answer: The only firm deadline we have is for the two identified monitors in baggage claim (and supporting system). That date is November 15, 2017.

23. What is your priority?
Answer: FIDS and media management in baggage claim, then the rest of the terminal

24. What is the current paging interface?
Answer: A 1991 system that we plan to replace in this process

25. Are there speakers in the bathrooms?

Answer: Yes

26. Turbo Grill: Are the speaker systems independent to TV or tied into PA system?
Answer: Independent to the TV

27. Do you plan to replace the Turbo Grill monitors to be compatible with the rest of the terminal?
Answer: Not at this time. However it would be of interest if we could integrate the visual paging into their current monitors however.

28. What kind of speakers are in the ceiling behind the mesh screen?
Answer: Unknown at this time

29. Should we provide pricing for new speakers?
Answer: As was discussed at the pre-proposal meeting, this RFP was designed to allow a contracted company to conduct an initial "audit" and identify any recommended improvements to our current speaker system.

30. Do you currently have an OAG data feed?
Answer: Yes

31. Do you have ambient sensing?
Answer: No

32. Is CHO willing to extend the timeline of the RFP?
Answer: Yes. Please see Addendum #2 for the adjusted RFP schedule.

33. Is CHO requesting visual paging only or audio paging as well, as part of this RFP? If audio paging is requested, would it be possible to implement it as a second phase? Most FIDS companies do not provide audio paging instead integrating with an audio paging provider. It would be difficult to include an audio paging company as part of a good proposal within this timeline.
Answer: It is our hope to find a company that can provide all of the listed services. If that does not happen in our original RFP, then we will modify the scope in a new one.

34. Is CHO expecting the offeror to provide the labor and installation for the TVs and the equipment or will the airport be providing the labor and installation?

Answer: CHO has the ability to utilize contracted installers, but is allowing proposers to include installation in their submittals.

35. Under Section D, the RFP states, "Use the model of twenty (22) monitors." Will 22 monitors be the total number of monitors needed to support? Or will these 22 monitors be in addition to current CHO monitors, if so, what will be the total number of monitors?
Answer: CHO anticipates 22 total monitors as stated in the RFP.

36. For the total monitors, what will be the total breakdown of FIDS and Digital Advertising monitors?
Answer: Although we have identified 22 locations for monitors, it is our hope that the successful proposer would assist us during the initial design phase as to how many of each.

37. Is CHO requesting dedicated screens for visual paging or will visual paging be utilizing FIDS screens?
Answer: It is our intent to have an integrated visual paging system that has the ability to be broadcast on all monitors

38. Number 6 under Section D of the RFP states, "Monitor costs (optional)." Will CHO be providing the monitors and mounts or will the offeror be expected to provide the monitors and mounts?
Answer: CHO reserves the right to purchase non-proprietary hardware, however we are interested in learning about companies that can provide this at a competitive price.

39. Would it be possible for CHO to provide a list of company names who have requested a copy of this RFP?
Answer: A list of companies who have requested a copy of this RFP will not be available.

40. Can we respond to only part of the RFP?
Answer: As the RFP states, we are interested in a single vendor that can provide an integrated system to fulfill the entire services requested, however, all companies are welcome to submit a proposal.

41. What is the expected contract start date?
Answer: As early as October 1. At least one phase (2 digital Media monitors and supporting software) will need to be installed NO LATER THAN November 15.

42. What is the contract term?
Answer: 1 year with the option for four additional one-year terms.

43. What system do you currently have for both FIDS and PA?
Answer: FIDS - We currently have 4 FIDS monitors that are fed by a 3rd party company. PA – the original Baker Audio system plus some different repairs over the years. The entire system needs to be redesigned.

44. Do you currently have an AODB?
Answer: No.

45. Is it possible to extend the tight timelines, particularly questions as the meeting is tomorrow and questions raised/answered may lead to other questions?
Answer: Yes. Please see Addendum #2 for the adjusted RFP schedule.

46. When does the current contract end?
Answer: There is no current contract for the requested services

47. Is the budget approved?
Answer: Yes

48. Can you share the approximate budget?
Answer: We have an estimated $300,000 budgeted for all services at this time

49. Will anyone from CHO be attending Smart Airports tomorrow until Friday?
Answer: No

50. What PA-System do they envisage to use?
Answer: Unknown at this time

51. Do they want the general announcement system and/or the Airline-Gate-Client? If they want to use the Airline-Gate-Client, are there then Muse workstations (or alike) at the gate?

Answer: We would like a system that allows airport and tenants to communicate from various locations in the terminal.

52. If they do not have an AODB, do we have to upload the traveling tables then in the system?
Answer: No. We currently have a subscription with OAG to provide our flight status data feed.

53. Will a copy of the sign-up sheet for this morning be available?
Answer: Yes

54. Does Charlottesville-Albemarle Airport Authority have specs on it's current or desired monitors?
Answer: The RFP states twenty 49" and two 75" 24/7 monitors

55. Does the Airport Authority plan to use all displays for arrival/departure flight info, and visual paging, or will visual paging be separate?
Answer: It is our intent to have an integrated visual paging system that has the ability to be broadcast on all monitors

56. If the answer is no to [previous] question, how many displays will be used for visual messaging? How many will be used for flight information? Or does the airport authority wish for them to be combined in some type of way?
Answer: It is our intent to have an integrated visual paging system that has the ability to be broadcast on all monitors.

57. Does the airport authority plan to reuse existing display hardware?
Answer: Not at this time

58. What is the method of connection to them? Is it a category 5 or 6?
Answer: As was discussed in the pre-proposal meeting, this RFP was designed to allow a contracted company to conduct an initial "audit" and identify any additional recommended improvements to our current system, such as methods of connection.

59. Are there there switch HDMI cables running from a central source, or are they using land-based communication to control the monitors?
Answer: As was discussed in the pre-proposal meeting, this RFP was designed to allow a contracted company to conduct an initial "audit" and identify any additional recommended improvement to our current system, such as such as methods of connection.

60. What type of content will be displayed on each monitor?
Answer: Although we have identified locations for monitors, it is our hope that the successful proposer would assist us during the initial design phase as to content (Media, FIDS, Baggage)

61. Can Charlottesville-Albemarle Airport Authority provide a map or drawing of the locations of the displays?
Answer: We have provided a terminal layout in this addendum, however, locations of the displays are subject to design per the RFP. Please see pages 12 and 13 of this addendum.

62. Does the Airport Authority have a zone layout for audio paging?
Answer: We have provided a terminal layout in this addendum, however, zone locations are subject to design per the RFP. Please see pages 12 and 13 of this addendum.

63. Does the Airport Authority want to run live video to any of the displays, such as CNN, DVD, or any live network video broadcast?
Answer: As was discussed in the pre-proposal meeting, this RFP was designed to allow a contracted company to conduct an initial "audit" and identify any additional recommended improvement to our current system, such as live video.

64. In reference to Section III. H. "Provide a Baggage Claim Announcement system that will provide a visual message alert to passengers (once activated by airline personnel by a touch screen or alternative device) when the first bag and last bag have been delivered to the baggage belt from a specific flight." - Is the Baggage Claim Announcement system (first bag/last bag) visual only?
Answer: The RFP does identify a Baggage Claim Announcement system that will provide a *visual* message alert to passengers. At this time we are only requiring visual baggage messaging in the RFP proposal

65. Section IV. E. references "List at least four current clients who have knowledge of your ability to provide creative marketing and website services, including the nature of association, contact person and telephone number. These references should reflect work completed at similar sized facilities and include illustrations or materials representative of work undertaken for the reference."
This does not match the scope of the RFP. Was this a copy/paste error?
Answer: Yes. Please see Addendum #1.

66. Section IV. D. "Cost per access points for visual paging system. It is estimated that approximately 10 access points may be required." What do they mean my access point? Does it refer to dedicated Visual Paging displays or input devices?
Answer: We define "access point" as any location that an Airport Authority or airline employee can log in and utilize the visual paging system.

67. How many total display screens will the Airport Authority look to have the Contractor install and manage?
Answer: The RFP does identify a minimum number 22 monitors, however, as was discussed in the pre-proposal meeting, it also allows for a contracted company to conduct an initial "audit" and identify the amount of locations necessary.

68. How many work stations (computers where system can be accessed and managed) will the Airport Authority require?
Answer: The RFP does identify a minimum number of 10 access points (interface where system can be accessed and managed), however, as was discussed in the pre-proposal meeting, we will allow for a contracted company to conduct an initial "audit" and identify the amount of locations necessary. In the RFP we are identifying any "station" as a location that has a microphone with PA capabilities.

69. Will the selected vendor contract with and directly report to the Authority, or will a third party be utilized to manage the contract on behalf of the airport?
Answer: The selected vendor will contract with and directly report to the Authority or its designee.

70. What type of contracting vehicle will be issued by the Authority to trigger the Notice to Proceed (NTP)?
Answer: All projects will undergo our standard submittal process that includes an Authority approved work order.

71. Will the contractor be managed by a construction management company or any other implementation manager with authority over the project?
Answer: We do reserve the right to utilize a construction management company or any other implementation manager when deemed necessary.

72. Will the airport be utilizing in-house resources for reviews of submittals, test plans, and other oversight activity or will outside resources be utilized?
Answer: We do reserve the right to utilize in-house resources for reviews of submittals, test plans, and other oversight activity.

73. Are any bonds required?
Answer: We do not anticipate a need for a bond at this time.

74. Is an "access point" a computer for input for the visual paging/FIDS system (a workstation)?
Answer: We define "access point" as any location that an Airport Authority or airline employee can log in and utilize the visual paging system.

75. Are there any new locations that do not currently have data and power installed?
Answer: As was discussed in the pre-proposal meeting, this RFP was designed to allow a contracted company to conduct an initial "audit" and identify any additional recommended improvements to our current system, such as proposed locations needing data and power.

76. Will the airport authority be providing data and cabling services? If not, will the existing cabling be utilized for the new FIDS system?
Answer: The RFP states "The Authority reserves the right to provide electrical service as needed, cabling, install data connections, install hardware (e.g., monitors), and millwork." As was discussed in the pre-proposal meeting, this RFP was designed to allow a contracted company to conduct an initial "audit" and identify any additional recommended improvements to our current system, such as data and cabling needs.

77. Will there be any millwork required to accommodate the new FIDS system? If so, please elaborate on what will be required.
Answer: The RFP states "The Authority reserves the right to provide electrical service as needed, cabling, install data connections, install hardware (e.g., monitors), and millwork." As was discussed in the pre-proposal meeting, this RFP was designed to allow a contracted company to conduct an initial "audit" and identify any additional recommended improvements to our current system, such as any required millwork.

78. Will the airport be utilizing the existing airline workstations?
Answer: This RFP was designed to allow a contracted company to conduct an initial "audit" and identify any recommended improvements to our current system, such as necessary workstations

79. Can CHO provide information on the current public-address system that is required to be upgraded?
Answer: The PA system was originally installed in 1991 (Baker Audio). Since then it has had several changes (when something no longer worked). We anticipate that the final direction for PA will be decided during the design phase

80. Can CHO provide drawings of the existing public-address amplifiers and speaker locations?
Answer: We have provided a terminal layout in this addendum, however, locations of speakers and PA amplifiers are subject to change based on the RFP's mention of design and installation support. Please see pages 12 and 13 of this addendum.

81. Is there a requirement for the system to communicate to the fire safety systems?
Answer: This RFP was designed to allow a contracted company to conduct an initial "audit" and identify any additional recommended improvement to our current system, such as tying communications in to the fire safety systems

82. Will CHO provide all network equipment (switches, routers, etc.) for the systems?
Answer: The RFP explains that we reserve the right to purchase any equipment identified as necessary from the selected proposer.
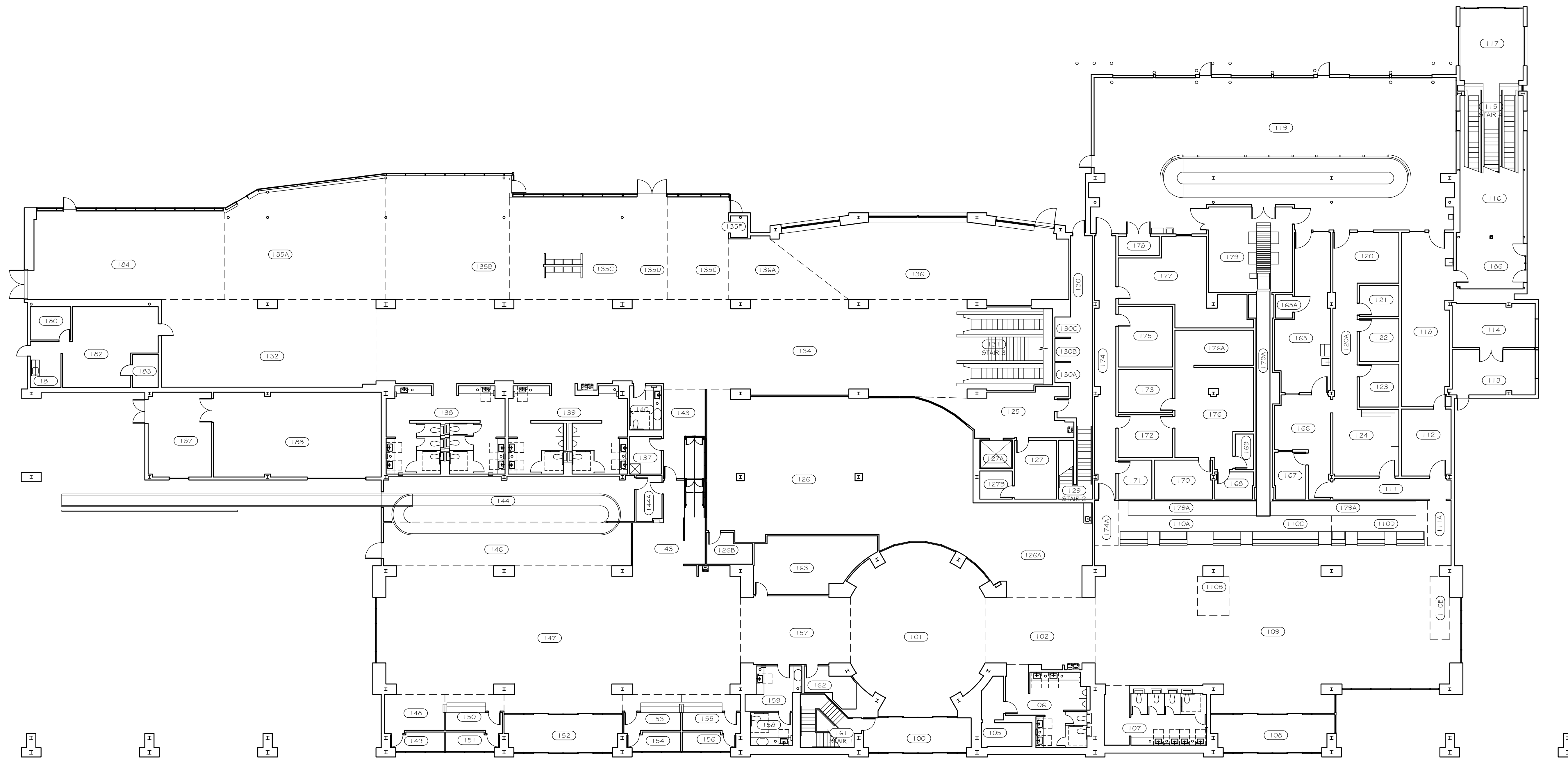

83. Will CHO purchase the OAG data source directly or should it be included in the monthly/annual subscription costs?
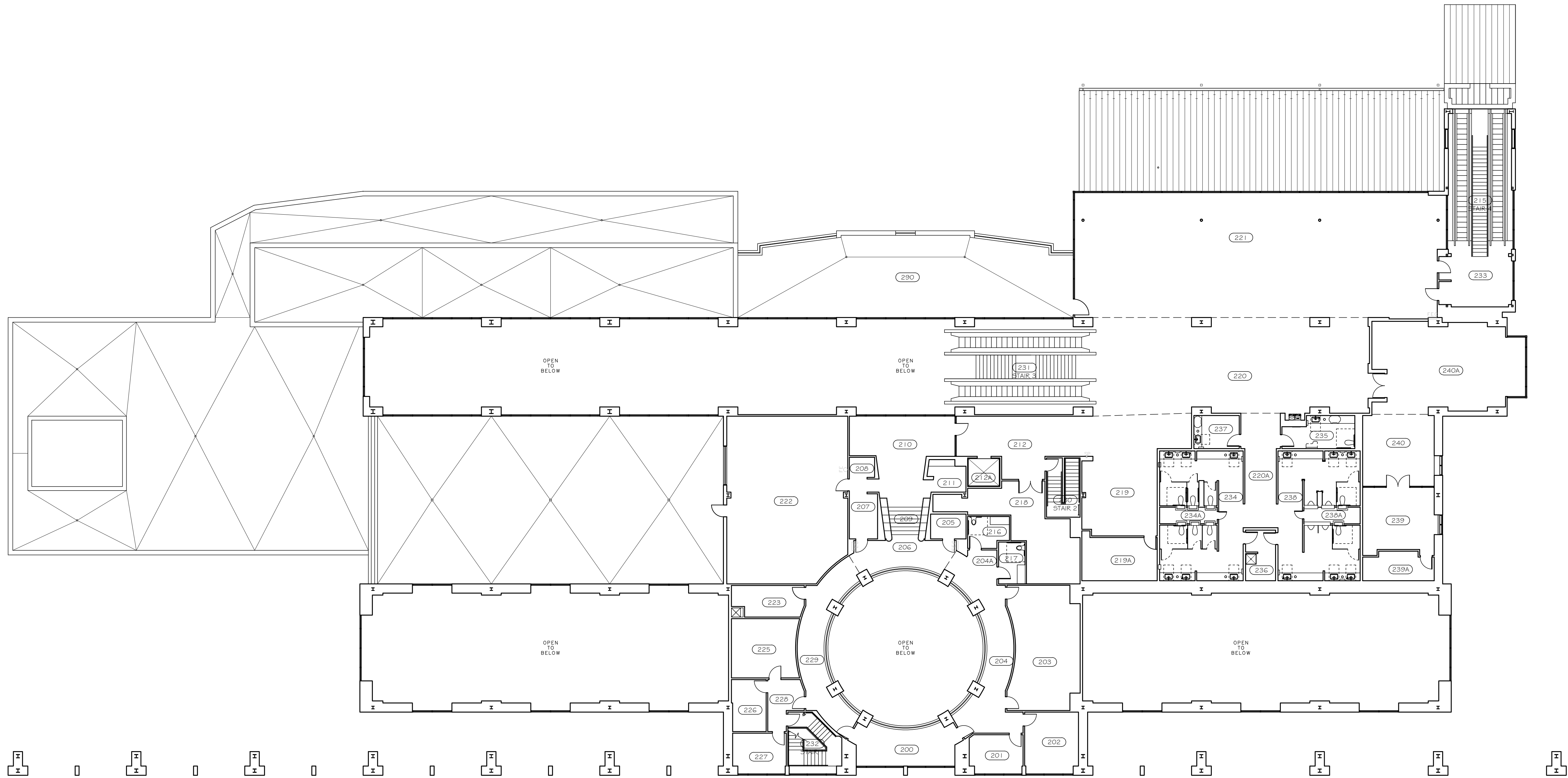Answer: CHO will maintain its current subscription to OAG.

84. Is CHO looking for a "cloud-based" system or on-site servers?
Answer: CHO would consider either system.

*** TERMINAL LAYOUT ON PAGES 12 AND 13 ***

FIRST FLOOR PLAN

12

SECOND FLOOR PLAN

13

END OF ADDENDUM