

Addendum No. 1
Charlotte Douglas International Airport
RFP AVIA 25-46
CLT Parking Management Services & Valet Parking Management Services
Addendum #1 - July 28, 2025

This Addendum is hereby made a part of the contract documents and specifications of the above referenced project. All other requirements of the original plans and specification shall remain in effect in their respective order. Acknowledge receipt of this addendum by indicating such on the "Cover Letter" page in your proposal.

This Addendum Includes:

- **RFP Revisions**
- **Preproposal Attendees**
- **Preproposal Meeting Slide Deck**

RFP REVISIONS:

The following text is hereby revised. **Highlighted text** in the B. SCHEDULE denotes an addition, while ~~strikethrough text~~ indicates a deletion. 7. Selection Criteria, ACDBE Requirements, added Form #5. FORM 4 – ACDBE Forms 3 has been updated. EXHIBIT F – AIRPORT MAPS. Additional maps have been added.

All other requirements shall remain in effect in their respective order.

B. SCHEDULE

DATE	ACTIVITY (All times are EST)
7/25/2025	Issue RFP
7/15/2025	Submission of written questions prior to pre-proposal conference and confirmation of plan to attend
7/22/2025	Non-mandatory pre-proposal conference and site tour 10:00am ET
8/1/2025 8/13/2025	Submission of written questions after pre-proposal conference
8/12/2025 8/22/2025	Proposals are due by 2:00 PM ET.
8/18/2025 9/8 – 9/11/2025	Proposer interviews (if applicable)

11/24/2025	Tentative City Council Date
7/1/2026	Estimated start date of services

CLT reserves the right to modify the deadlines set forth in the above table in its sole discretion. Any such modifications will be stated in an addendum as described below.

7. Selection Criteria and Minimum Requirements

Upon review and evaluation of all qualifying proposals, including any interviews that CLT may require, the Evaluation Committee will select and recommend for award the Proposer that, in its sole judgment, is most responsive in meeting the requirements and objectives of this RFP as set forth below.

Experience & Qualification	CLT prefers to award Contracts related to this RFP to no more than two (2) experienced and qualified companies. All proposers shall meet the minimum qualifications described elsewhere in this RFP. Preference will be given to a company based on its ability to meet the Experience requirements as set forth in the Specifications including experience providing the Work during the past five (5) years.
Operations & Service Plans	CLT will evaluate the Proposer's Operations and Service Plans based on the requirements set forth in the Specifications and Scope of Work. Operations and/or Service Plan shall include, at a minimum, a process to address customer service (including customer complaints), amenities offered, employee training, uniforms, and employee retention.
Implementation Plan	CLT will evaluate the Proposers ability to meet the requirements set forth in the Specifications and as detailed in the Proposer's Implementation Plan.
Customer Service	CLT will evaluate the Proposers Customer Service Plan. Proposers Customer Service Plan should include, at a minimum, recommended customer service metrics, methods for tracking and reporting said metrics, an annual update schedule, amenities offered, flexibility to changing Airport needs, and a process for internal modifications to Company processes if requested by CLT. CLT prefers an automated tracking and reporting method. Although not required, proposals may include additional premium services and EV charging, including but not limited to, pricing, timing considerations, power management, and installation or use of a portable/non-fixed EV charging station at the Valet Storage Site.

ACDBE Program Requirements	CLT participates in and requires Contractors to comply with Airport Concessions Disadvantaged Business Enterprise (ACDBE) program requirements. CLT will evaluate the Proposer based on its ability to meet the ACDBE Program requirements as set forth in the RFP. Proposers are required to submit a completed ACDBE Form #3 and Form # 5 with their proposals.
Compensation	CLT will evaluate the Proposer on the overall compensation proposed related to the provision of the Work, including but not limited to Management Fees above and beyond any reimbursable expense, staffing structures, hourly rates, methods of pay (to include tipped employee processes), reimbursable expenses or operating expenses broken down by category, any additional proposed expenses, and any proposed incentive payment. Proposals should include details of how and when any of the above should be adjusted. Proposed Incentive Payments shall be oriented toward the goal of incentivizing local staff to provide the high level of customer service sought by CLT through this solicitation. Incentive Payment proposals shall include reference to trackable key performance indicators, including but not necessarily limited to staffing, vehicle movements, and other labor related metrics. Proposed Incentive Payments may be included in part or in whole as part of the Contract awarded from this Solicitation, but final determination on the inclusion of any Incentive Payment shall be at the discretion of CLT.

FORM 4

AIRPORT DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) PROGRAM REQUIREMENTS

NOTE: ACDBE Forms # 3 has been updated and included in the e-Bidding portal Bid Documents TAB.

The link to the ACDBE Forms on CLT's website:

<https://www.cltairport.com/business/business-diversity-programs/acdbe/>

EXHIBIT F – AIRPORT MAPS

NOTE: Additional maps have been included in the e-Bidding portal Bid Documents TAB.

PREPROPOSAL MEETING ATTENDEE LIST

VISITOR SIGN IN SHEET



DATE	VISITOR'S NAME	COMPANY'S NAME	REASON FOR VISIT	SIGN / INITIAL	TIME
	Jeff Cushman	Republic Parking	Parking RFP	JFC	08:30
	Phil Richardson	Republic Parking	Parking RFP	PR	9:50
	Justin Bogg	Republic Parking AmeriPark	Parking RFP	JB	9:50
	Bill Mayo	Republic Parking	Parking RFP	BM	9:50
	Michael Roseberry	Republic Parking	Parking RFP	M	9:50
	Tyler Kratz	Republic Parking	Parking RFP	TK	9:50
	Scott Hutchinson	REIMANUED PARKING	Parking RFP	SH	9:55
	Brian L. Wright	PARK INC	Parking RFP	BLW	9:55
	Joe Canarata	Evolve Parking	Parking RFP	J/C	9:59
	DAVID MUELLER	PARKING CONCEPTS	Parking RFP	DM	10:00
	John Groden	Parking Concepts, Inc	Parking RFP	JG	10:00
	Chris Howley	LAZ Parking	Parking RFP	CH	10:00
	Wally Bice	ABM	Parking RFP	WB	10:00
	Willis Sonos	METROPOLIS	Parking RFP	WS	10:00
	EP KRAFTIL	METROPOLIS	Parking RFP	EK	10:00
	Victor Alfaro	Metropolis	Parking RFP	VA	10:00
	Larry Dugan	12 OAKS PARKING	Parking RFP	LD	10:00
	Asit Gouda-Sekema	EVERPARK, INC	Parking RFP	AG	10:00
	Amy Smith	LAZ Parking	Parking RFP	AS	10:00
	Janna Sullivan	LAZ Parking	Parking RFP	JS	10:00
	Dan Barrett	LAZ Parking	Parking RFP	DB	10:00



DF9DFCDCG5 @A99HB; 'G@89'897?

REQUEST FOR PROPOSAL PARKING AND VALET SERVICES RFP AVIA 25-46

Pre-Proposal Meeting
July 22, 2025 at 10:00 AM

AGENDA

- Team Introduction
- Housekeeping Items
- Scope Summary
- Submission Requirements
- Proposal Format (Required Forms)
- Selection Criteria
- Addenda and Proposer Questions
- e-Builder Portal
- ACDBE Program Requirements
- Site Visits
- Closing

TEAM INTRODUCTION

- Presenters:
 - Michael Ellis – Project Manager
 - Gregory Tate/Cameron Simpson – RFP Project Manager
 - Jasmyne Turman – Accessibility & Equity Manager
 - Aireyanna Kennedy – Security Construction Project Manager
- Meeting Attendance:
 - Please be sure your attendance is captured by submitting your name, company, and email address using the Chat feature

HOUSEKEEPING ITEMS

- The purpose of this conference is to review the Request for Proposals (RFP).
- Any questions and answers discussed in this meeting are unofficial and will need to be submitted via e-Builder. Official answers will be provided only via addendum.
- You may email Gregory.Tate@cltairport.com or Cameron.Simpson@cltairport.com with questions regarding the operation of e-Builder.
- This presentation is not being recorded but will be provided via addendum, along with an attendance list.
- Vendor registration and related information:
<https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration>

SCOPE SUMMARY

Summary:

- Charlotte Douglas International Airport (“CLT” or “Airport”), which is owned and operated by the City of Charlotte, North Carolina (“City”), is seeking Proposals from qualified and experienced companies (individually or collectively, the “Proposer”) interested in CLT parking management and staffing services, and valet parking management services. This RFP may lead to separate or combined awarded contracts for: Parking Management Services and Valet Parking Management Services. Responders may choose either option or the combined suite of services.
 - a. Option A consists of providing staffing for Parking Services provided at the Airport.
 - b. Option B offers the opportunity to manage and operate the CLT’s ever growing Valet service.
 - c. Option C offers the chance to consolidate both opportunities for overarching management of a key aspect of CLT’s success.

SUBMISSION REQUIREMENTS

Submission Requirements:

- Companies should submit proposal in searchable Adobe Acrobat .pdf format, signed in ink, or digitally signed.
- Proposals should have standard text no smaller than twelve (12) points.
- Please combine all documents into one submission packet.
- Please name your file using twenty (20) characters or less.
- Proposals must be submitted through the eBuilder Bid Portal, using the link provided within the RFP document. CLT will not accept submissions through any other means (i.e. – mailed, faxed, emailed, hand delivered, etc.)
- Please share e-Builder username and password among co-workers.

Proposal Submission Deadline:

- August 12, 2025, at 2:00 PM (per CLT's clock)
- The bid portal will close promptly at 2:00 PM. **Late submissions will not be accepted.**
- Please notify Greg Tate via email Gregory.tate@cltairport.com if you experience issues using the bid portal. All other questions must be submitted through the Q&A link in the bid portal.
- **DO NOT wait until the last minute!**

Target Dates:

- Estimated start date is July 1, 2026.



PROPOSAL FORMAT (REQUIRED FORMS)

Proposals shall consist of the following forms:

- Form 1, Proposal Form
- Form 2, Proposal Qualifications and Requirements
- Form 3, Nondiscrimination Certification
- Form 4, Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program Requirements
- Form 5, Confidential Information
- Form 6, Compensation Worksheet

All required forms must be completed, signed, and complete forms uploaded

SELECTION CRITERIA

Experience & Qualification	CLT prefers to award Contracts related to this RFP to no more than two (2) experienced and qualified companies. All proposers shall meet the minimum qualifications described elsewhere in this RFP. Preference will be given to a company based on its ability to meet the Experience requirements as set forth in the Specifications including experience providing the Work during the past five (5) years.
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SELECTION CRITERIA- CONTINUED

Customer Service	CLT will evaluate the Proposers Customer Service Plan. Proposers Customer Service Plan should include, at a minimum, recommended customer service metrics, methods for tracking and reporting said metrics, an annual update schedule, amenities offered, flexibility to changing Airport needs, and a process for internal modifications to Company processes if requested by CLT. CLT prefers an automated tracking and reporting method. Although not required, proposals may include additional premium services and EV charging, including but not limited to, pricing, timing considerations, power management, and installation or use of a portable/non-fixed EV charging station at the Valet Storage Site.
ACDBE Program Requirement	CLT participates in and requires Contractors to comply with Airport Concessions Disadvantaged Business Enterprise (ACDBE) program requirements. CLT will evaluate the Proposer based on its ability to meet the ACDBE Program requirements as set forth in the RFP. Proposers are required to submit completed ACDBE Forms #3 and # 5 with their proposals.

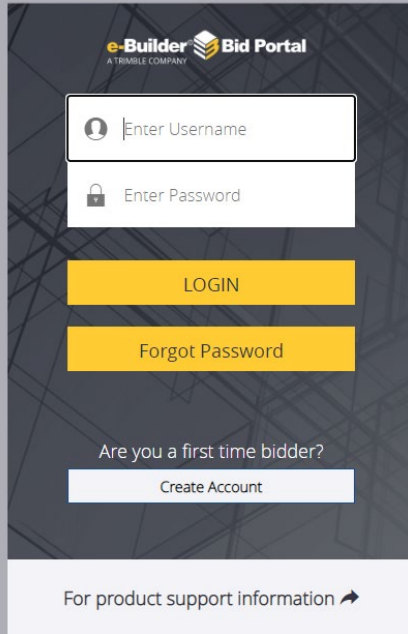
SELECTION CRITERIA- CONTINUED

Compensation	<p>CLT will evaluate the Proposer on the overall compensation proposed related to the provision of the Work, including but not limited to Management Fees above and beyond any reimbursable expense, staffing structures, hourly rates, methods of pay (to include tipped employee processes), reimbursable expenses or operating expenses broken down by category, any additional proposed expenses, and any proposed incentive payment. Proposals should include details of how and when any of the above should be adjusted. Proposed Incentive Payments shall be oriented toward the goal of incentivizing local staff to provide the high level of customer service sought by CLT through this solicitation. Incentive Payment proposals shall include reference to trackable key performance indicators, including but not necessarily limited to staffing, vehicle movements, and other labor related metrics. Proposed Incentive Payments may be included in part or in whole as part of the Contract awarded from this Solicitation, but final determination on the inclusion of any Incentive Payment shall be at the discretion of CLT.</p>
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ADDENDA AND PROPOSER QUESTIONS

- Questions must be submitted in written form through the eBuilder Bid Portal Q&A board by August 1, 2025, at 2:00PM ET.
- Questions and answers of this RFP will be included in addenda for the benefit of all proposers.
- All addenda will be posted to the e-Builder bid portal.
- Proposal are due by 2:00PM ET August 12, 2025, at 2:00 PM.

EBUILDER BID PORTAL



The screenshot shows the eBuilder Bid Portal login interface. At the top, the logo reads "e-Builder Bid Portal" with "A TRIMBLE COMPANY" in smaller text below it. The login form consists of two input fields: "Enter Username" with a person icon and "Enter Password" with a lock icon. Below these fields are two yellow buttons: "LOGIN" and "Forgot Password". Further down, there is a link "Are you a first time bidder?" followed by a white button labeled "Create Account". At the bottom of the form, there is a link "For product support information" with an external link icon.

- Please use the link provided in the RFP to access the eBuilder Bid Portal.
- **PLEASE NOTE:** The eBuilder link is the “Invitation Key”.
- If this will be your first-time logging into the eBuilder bid portal, you will need to create login credentials.
- Use Chrome or Firefox as your browser when accessing the bid portal (do not use Microsoft Edge).

EBUILDER BID PORTAL

Locate
proposal
documents
here*

Package Invitation

Response Form

Q&A Board

Accept

Decline


Bid Info




Invitation Documents (1)

Addenda

Hide All

Show All

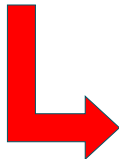
Click this icon  to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
  Solicitation Documents (1)	08.16.2023 7:29 PM	
 RFP AVIA 24-06 Terrazzo Maintenance FINAL.pdf Version 1	08.24.2023 4:00 PM	2.50 MB

*Screenshot may not depict this RFP.

EBUILDER BID PORTAL

Submit
Questions
here



Package Invitation

Response Form

Q&A Board

Submit Question

Export

View List

View All

Note: The date and time are shown in the bid time zone.

View	Subject	Questionee	Date & Time
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EBUILDER BID PORTAL

Submit
Proposal once
completed

The screenshot shows the EBuilder Bid Portal interface. At the top, there are three tabs: 'Package Invitation', 'Response Form' (which is circled in red), and 'Q&A Board'. Below the tabs, there is a 'Submit' button and three icons: a document, a download arrow, and an upload arrow. Below this, there is a progress bar with three steps: 'STEP 1: Bid Form', 'STEP 2: Response Documents' (which is circled in red), and 'STEP 3: Additional Info'. Below the progress bar, there is a warning icon and the text: 'There are no supporting documents attached to this bid.'

Upload
submission
packet here

The screenshot shows the 'Upload Additional Files' section. It has a dashed border and contains the text: 'Please provide response documents'. Below this, there is a dashed box with the text: 'Upload Additional Files'. Inside this box, there is a dashed box with the text: 'Drag and drop files here to upload, or browse.' and an upload icon.

Reminder:

- Upload as one (1) file
- File name 20 characters or less
- Don't wait until the last minute!



Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program Requirements

- CLT will negotiate the ACDBE participation goal with the successful Company for this contract.
- ACDBE Forms #3 and #5 **MUST** be completed, signed, and submitted with your proposal.
- ACDBE firms **MUST** be certified by NCDOT to count for participation.
- NCDOT Certified ACDBE Firms can be found on NCDOT's website (link is below):
<https://www.ebs.nc.gov/VendorDirectory/search.html?s=fn&a=new>
- The successful proposer will be required to submit an *ACDBE Form # 4 – Letter of Intent* for each ACDBE-certified business the Company intends to utilize to meet the contract goal, upon request.
- CLT will request copies of each ACDBE subcontract for review.



Airport Concessions Disadvantaged Business Enterprise Program (ACDBE)
Subcontractor / Supplier Utilization Commitment – Form #3

Submit this form with Proposal package

Copy this Form 3 as needed, to document additional Subcontracting commitments. Indicate page # range: Page ____ of ____

Proposer Name:			
Proposer Address:			
Project Name:			
Project Number:		Established ACDBE Goal:	To Be Negotiated

1. List below all **ACDBEs** that you have identified so far, as intending to use on this contract

ACDBE Vendor Name & Address	Description of work / materials	NAICS Code	Total Projected Utilization (\$)

2. List below all **Non-ACDBEs** that you intend to use on this contract

Vendor Name & Address	Description of work / materials	NAICS Code	Total Projected Utilization (\$)

A. Total Subcontractor/Supplier Utilization (ACDBEs and Non-ACDBEs): \$ _____
B. Total Subcontractor/Supplier ACDBE Utilization: \$ _____
C. Percent ACDBE Util. (B÷A): _____ % Must be rounded to two (2) decimal places

Signature:

Your signature below indicated that the undersigned Company certifies and agrees that:

a) It is willing to comply with the City's ACDBE Program and negotiate ACDBE participation in good faith.

_____ Signature of Authorized Official	_____ Printed Name	_____ Title	_____ Submitted Date
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V. 7.17.2025



Airport Concession Disadvantaged Business Enterprise Program (ACDBE)
ACDBE Form 5: Schedule of Non-Selected Subcontractors

VII.16.2025

Proposer/Bidder Name:	
Solicitation Number:	

ACDBE Vendor Name & Address (Include Zip Code)	ACDBE Certified? (Y/N)	Description of Work/Materials	NAICS Code	Reporting Number	Reason not Selected?

The Undersigned certified that the firm(s) above was (were) contacted, in good faith, and that said firm(s) was (were) not selected to participate in this contract.

Authorized Signature

Printed Name

Title

Date

ACDBE Form No. 5

ACDBE Form No. 3



CLT AIRPORT – OFFICE OF CIVIL RIGHTS DBE & ACDBE PROGRAMS

CONTACT INFORMATION	
Accessibility & Equity Manager	Jasmyne N. Turman, CLGPO Jasmyne.Turman@cltairport.com Mobile: 980.348.8477
Accessibility & Equity Specialist Lead	Mia Guerrero-Horner Mia.Horner@cltairport.com Mobile: 980.433.9874
Accessibility & Equity Specialist	Elyana Vasquez Chaver, MSPM elyana.vasquezchaver@cltairport.com Mobile: 980.260.9906

AIRPORT SECURITY REQUIREMENTS

Badging

- You will be required to have at least 2 Authorized Signers
 - Must be local to CLT
- This project will require employee's to be badged
 - Current process times are 3-4 weeks for US born and 6-8 weeks for anyone born outside the US.

Please review the CLT Security Standards, at www.cltairport.com/business/credentialing for more information.



THANK YOU!

END OF ADDENDUM 1



CLT 