

Addendum No. 1
Charlotte Douglas International Airport
ITB: AVIA 27-09
Tree Obstruction Remediation
Addendum #1 – September 14, 2026

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 specifications 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:

- **Pre-Bid Meeting Attendance List**
- **Bidders List**
- **Pre-Bid Meeting Presentation**

Pre-Bid Meeting Attendance List:

Name	Company	Contact
Luke Lackey	E.S. Wagner, LLC	llackey@eswagner.com
Matt Betz	Davey Tree	matt.betz@davey.com
Andrew Marks	CLT	Andrew.Marks@cltairport.com
Aireyanna Kennedy	CLT	Aireyanna.Kennedy@cltairport.com
Crystal Brannan	CLT	Crystal.Brannan@cltairport.com
Gregory Tate	CLT	Gregory.Tate@cltairport.com
Ann Allen	CLT	Ann.Allen@cltairport.com
David Larson	CLT	David.Larson@cltairport.com
Ryan Lingholm	CLT	Ryan.Lingholm@cltairport.com
Erica Walker	CLT	Erica.Walker@cltairport.com
Eleeta Wesley	CLT	Eleeta.Wesley@cltairport.com
Chandler Crofts	CLT	Chandler.crofts@cltairport.com
Marcus Choi	CLT	Marcus.choi@cltairport.com
Damien Hall	CLT	mbingham@buddgroup.com
Sierra Heaton	CLT	Sierra.Heaton@cltairport.com
Trevor McGee	CLT	Trevor.McGee@cltairport.com

Bidders List:

Company	Contact	Email
Atoah Contracting LLC	Quinn Carver	quinnccarver@atconllc.com
Avioimage	Robert Akers	Bob@avioimage.com
Bartlett Tree Experts	Eric Schmidhausler	eschmidhausler@bartlett.com
Big Woodys Tree Service LLC	Robert Baty	robert@bigwoodystreeservice.com
BMF Forestry	Damin Hall	damin1919@outlook.com
BMF Forestry Consulting LLC	Bob Fogel	bob@bmfforestry.com
Chads Tree Experts	Chad Lail	chadstreeexperts@gmail.com
CLT	Ryan Lingholm	ryanstrello@gmail.com
ConstructConnect / Sarah Stadalsky	Sarah Stadalsky	content@constructconnect.com
CWS	Gregg Antemann	gregg@cws-inc.net
Davey Resource Group, Inc.	Bill Stendrup	bill.stendrup@davey.com
Davey Tree	Matt Betz	matt.betz@davey.com
E S WAGNER COMPANY LLC	Luke Lackey	llackey@eswagner.com
E S WAGNER COMPANY LLC	Mitch Kubicki	mkubicki@eswagner.com
HNTB	Kathryn Wall	kwall@hntb.com
HNTB	Terry Seaworth	tseaworth@HNTB.com
Kannon's Construction LLC	Edward Knuckley	eknucks@gmail.com
Martin Landscaping Co., Inc.	Lisa Markus	martinlandscaping@rocketmail.com
N.E.P. Contracting	Robert Beard	Bobby@NEPContracting.com
Netter Custom Contracting, Inc.	Eric Netter	eric@nettercustomcontracting.com
NGE Services	Eric Shields	eshields34@gmail.com
NJR GROUP INC	Alexander Sullivan	asullivan@njrgroupinc.com
NJR GROUP INC	Nathan Russell	nrussell@njrgroupinc.com
NJR Group, Inc.	David P	dperkins@njrgroupinc.com
NOVA Engineering and Environmental	Emily Dollberg	EDollberg@usanova.com
Park Properties Group inc	Jonathon Park	jonathon.park@hrsready.com
RS&H ARCHITECTS ENGINEERS PLANNERS INC	Nick Loder	nick.loder@rsandh.com
South Charlotte Tree Service	Andrew Wooten	andrew@southcharlottetree.com
Southeast Land Works, Inc.	Frank Lato	franklato.selw@gmail.com
The Davey Tree Expert Company	Carter Peck	carter.peck@davey.com
Trinity Consulting Services, Inc.	Kim Patterson	info@trinityconsultingservices.com
Viking Tree Experts inc	Jonathon Park	jonathon.park@vikingtreeexperts.com

Pre-Bid Meeting Presentation:

Presentation starts on the next page



Tree Obstruction Remediation

AVIA ITB 27-09

Pre-Bid Meeting
September 10, 2026 at 9:00 AM (ET)

HOUSEKEEPING ITEMS

- Please keep devices on mute.
- Please hold questions until the end of the meeting. At that time, we will open the floor for questions and answers.
- All questions and answers discussed in this meeting are unofficial and will need to be submitted in writing via the Bid Portal for an official response.
- This presentation will be included via addendum, with an attendance list and bidders list.
- E-Builder = Trimble Unity Construct = Project Controls System

AGENDA

- Introductions and Attendance
- Bid Submission and Opening
- Bid Form and Supplements
- Addenda and Bidder Questions
- Bid Portal
- Information for Bidders
- Security
- CBI Program
- Project Scope of Work
- Questions from Attendees
- Closing

INTRODUCTIONS AND ATTENDANCE

- Presenters:
 - Ryan Lingholm – ITB Manager
 - Aireyanna Kennedy – Security Construction Project Manager
 - Eleeta Wesley – Business Diversity & Development Specialist
 - Trevor McGee – Project Manager
- Meeting Attendance
 - Bid Portal Q&A Board

BID SUBMISSION AND OPENING

Bid due date, time, and submission information is as follows:

Date: October 1, 2026

Time: 2:00 PM ET

Location: Accepting Electronic Submissions ONLY through the Bid Portal.
Public Bid Opening can be viewed via Microsoft Teams (Meeting link is in solicitation document)



BID FORM AND SUPPLEMENTS

Bids shall consist of the following forms:

- (1) Bid Form
- (2) Certificate of Non-Discrimination
- (3) CBI Form #3
- (4) Bid Bond

All required forms must be completed and signed

ADDENDA AND BIDDER QUESTIONS

- All Addenda will be posted to the Bid Portal.
- Questions must be addressed in written form and submitted through the Bid Portal Q&A tab.
- Questions and Answers will be included in addenda for the benefit of all bidders. Please submit all questions asked in this pre-bid meeting.
- **Deadline for submitting written questions will be on September 17, 2026, by 5:00 PM ET.**

BIDDING PORTAL

- Upload Bid Bond into Bid Bond field

- Upload all other bid documents into Other Bid Documents field

Package Invitation

Response Form

Q&A Board

Submit

STEP 1: Bid Form

STEP 2: Response Documents

STEP 3: Additional Info

There are no supporting documents attached to this bid.

Please provide response documents

Bid Bond *

Drag a file to attach

Browse

Upload Additional Files

Drag and drop files here to upload, or browse.

- Submit questions

INFORMATION FOR BIDDERS

- Contract Time:
 - 308 Calendar Days for Substantial Completion
 - 30 Calendar Days thereafter for Final Completion
- City's Minimum Insurance Requirements:
 - Commercial General Liability Insurance: \$5 Million
 - Vehicle Liability Insurance: \$10 Million
 - Workers' Compensation and Employer's Liability Insurance: Statutory requirements
- Additional Property Owner's Minimum Insurance Requirements:
 - Review Project Specific Special Conditions in the ITB

INFORMATION FOR BIDDERS

- Liquidated Damages:
 - Please review Section 2.1 (Liquidated Damages) within the Project Manual
 - Failure to achieve Substantial Completion: **\$1,000 per calendar day**
 - Failure to achieve Final Completion: **\$1,000 per calendar day**
 - Failure to complete ICT #1 by April 30, 2027: **\$2,000 per calendar day**
 - Violation of entry agreements: **\$2,000 per violation**

SECURITY

- All persons working inside of the regulated SIDA areas at CLT are required to be badged or under escort.
- Persons on the job site who have not entered the badging process can be escorted 3 days in a 30 calendar day period.
- Badging process from start to finish takes approximately 3-4 weeks for each individual.
- Badging process requires (2) in person appointments. The first is a fingerprinting appointment, the second is the video training and badge issuance.
- Multiple Badge Policy & Multiple Project Credentialing Policy

Security Continued

- Please note the contractor specific sections in the CLT Security Standards to include laydown yards, clear zones and securing work sites.
- The credentialing website will list the identification requirements, what is required to pass the background check, and contains the CLT Security Standards (found under Policies & Procedures), which details all the rules employees working at CLT must follow related to security.
- Link for the Credentialing website: <https://www.cltairport.com/business/credentialing/>
- AOA Standards Program (Recently Updated)
 - Vehicles entering the AOA must have the proper signage.
 - Outlines proper driver responsibilities.

BUSINESS INCLUSION PROGRAM (CBI)

- **What is the Charlotte Business INclusion (CBI) Program:**

- The Charlotte Business INclusion program is a program designed to promote diversity, inclusion, and local business opportunities in the city's contracting and procurement process for Small Business Enterprises (SBEs) headquartered in the Charlotte Combined Statistical Area

- **Benefits of the CBI Program:**

- Contributes to the economic well-being of the region.
 - Participation in the program helps the city increase its contracting opportunities with SBE companies, resulting in greater job availability and business growth for the local business community.
- Enhances the city's competitive bidding processes by bringing new SBEs into the pool of companies doing business with the City
- Allows the city to track its spending with SBE firms.

Subcontracting Goals for this Project

- **This Project has one Project Subcontracting Goal:**

- Small Business Enterprise (SBE) Goal: 7%

- **Meeting Project Goal:**

- Bidders must meet the 7% SBE Goal

Or

- Comply with the Good Faith Efforts (GFE) and Good Faith Negotiation requirements and earn a minimum of 50 GFE points for the unmet goal. *Note: GFE & Good Faith Negotiation are evaluated separately for each Subcontracting Goal.*
- If a bid does not meet the established subcontracting goal(s) at time of Bid Opening, Bidders will have 24 hours to resubmit their SBE utilization commitment for credit.

CBI Form 3

- Bidders are required to submit a CBI Form 3 with their bid
- City of Charlotte certified SBE must be listed on the CBI Form 3 to receive credit.
 - All tier levels of SBE commitments shown on the CBI Form 3 will count towards the utilization commitment
 - A certified SBE firm may count self performance towards project goal
 - CBI Form 3 separates Hauling out from all other scopes to allow flexibility. Primes should identify SBE hauling commitments as a total lump sum across all identified hauling firms. Do not list individual commitments to firms or SBE categories.
- Participation should be calculated as a percentage of the total base bid + contingency.
- Link to CBI Form 3: [CBI Form 3 \(Construction\): Subcontractor/Supplier Utilization Form](#)

Good Faith Efforts (GFE)

- Bidders are highly encouraged to actively and aggressively work towards meeting the and SBE subcontracting goal.
- In an effort to assist Bidders with this requirement, CBI Policy identifies ten (10) Good Faith Efforts (GFE) measures that Bidders are encouraged to perform prior to bid opening.
- If after negotiating in good faith a Bidder is not able to meet the established SBE subcontracting goal, the Bidder will be required to submit all GFE supporting documentation.
- To successfully meet GFE, Bidders must earn a minimum of 50 GFE Points out of the 145 GFE Points available.
- Failure to meet the SBE Goal and the Good Faith Efforts will constitute grounds for the rejection of your bid as nonresponsive.

**All actions necessary to earn GFEs
must be performed prior to bid opening.**



Commonly Claimed GFEs *(slide 1 of 2)*

4.1.1: Contacts. Any communication with SBEs must be through personal, frequent, and persistent contact and by promptly returning telephone calls, facsimiles, and emails. SBEs shall be contacted in a manner reasonably calculated to meet each Contract Goal established for the Contract. Factors considered may include, but are not limited, to:

4.1.1.1 The number of SBEs contacted in the Relevant Market;

4.1.1.2 Whether SBEs perform scopes of work sufficient to meet each Contract Goal;

4.1.1.3 Whether the contacts were made for the first time at least ten (10) Days before the Bid Opening;

4.1.1.4 How the contacts were made;

4.1.1.5 Whether the contacts were documented in a verifiable way (and in compliance with any forms provided by the City);

4.1.1.6 Whether the substance of the Vendor Documents was reasonably sufficient to generate a response from SBEs;

4.1.1.7 Whether prompt and adequate responses were provided to SBE inquiries;

4.1.1.8 Whether follow-up contacts were made to SBEs that did not respond to the initial contact;

4.1.1.9 Whether the Bidder provided the project name and Vendor Documents; and,

4.1.1.10 Whether a written or electronic correspondence log was maintained which listed the names of SBEs contacted, telephone or fax numbers, email addresses, dates of contact, scope of work for which each SBE was asked to provide a bid, and the results of that contact.

Commonly Claimed GFEs *(slide 2 of 2)*

4.1.2: Making Plans Available. The Bidder's solicitation must:

- (1) Be sent to all SBE firms at least 10 days prior to bid opening
- (2) Include information on the availability of the plans / specs and the location or method of free accessibility.

4.1.3: Breaking Down Work. The Bidder's solicitation must breakdown &/or combine the scope of work to facilitate SBE participation. The Bidder may show this by:

- (1) Active negotiations with SBE firms; &/or
- (2) Expressing a willingness to negotiate the scope of work with SBE firms in the Bidder's solicitation to all SBE

4.1.5: Attendance at Pre-Bid. Bidders should sign in to show attendance per the instructions provided by the Procurement Officer.

4.1.7: Negotiating in Good Faith with SBE. Documentation showing back and forth dialogue will be requested.

4.1.10: Quick Pay Agreements on the Construction Contract Up For Award. State in the Bidder's solicitation sent to each SBE firm the following "Quick Pay Commitment":

_____ (*your company name*) agrees to provide quick pay to the Small Business Enterprise (SBE) contractors and suppliers in connection with the Contract to meet cash-flow demands for the project referenced herein. The term "quick pay" means a commitment to pay all SBEs participating in the Contract within twenty (20) days after confirmation that performance has been properly completed.

Bidder must earn the GFE Points from 4.1.1: Contacts to Claim 4.1.2, 4.1.3, 4.1.7 & 4.1.10



Sample Quick Pay Policy

Quick Pay Policy For _____

Project Number: _____

Project Name: _____

Project Owner Name: Charlotte Douglas International Airport

_____ (*your company name*) agrees to provide quick pay to the Small Business Enterprise (SBE) contractors and suppliers in connection with the Contract to meet cash-flow demands for the project referenced herein. The term "quick pay" means a commitment to pay all SBEs participating in the Contract within twenty (20) days after confirmation that performance has been properly completed.

This POLICY for QUICK PAY is hereby adopted by _____ (*your company name*) for the project referenced herein this _____ day of _____, 20____.

SIGNATURE

Subscribed and Sworn before me
this ____ day of _____,
20____

Signature
My commission expires

CONTRACTOR NAME

STREET ADDRESS

CITY, STATE, ZIP

PHONE NUMBER



Factors when Awarding GFEs

When deciding to award points for GFE Categories the City will consider among other factors:

- Whether the bidder's efforts were those of someone who was actively and aggressively working to meet the SBE Goal.
- The Bidder's past performance in meeting subcontracting goals on previous City projects.
- The performance of other Bidders in meeting the subcontracting goal for the project up for award.

The City does not set a minimum number of SBE contacts Bidders must make to Earn GFE Points for the GFE 4.1.1: Contacts Category.

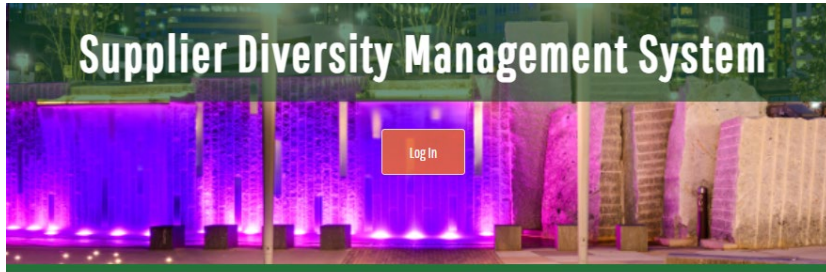
- Bidders are responsible for documenting to the City's satisfaction that the Bidder contacted SBE firms in a manner reasonably calculated to meet the SBE Goal established for the contract
- Bidders are encouraged to cast a wide net for SBE contacts across multiple subcontracting areas.

Good Faith Efforts Summary:

- Review of GFEs is both qualitative and quantitative
- GFE for SBE Firms will be reviewed
- Minimum of 50 GFE Points out the available 145 is required to show GFE

CBI: Certified Firm Directory

- Please visit charlotte.diversitycompliance.com/ to search the certified firm directory
 - Only certified SBE firms will count for participation on this project.



VENDOR CERTIFICATION

Search and/or join our database of certified vendors

[Search Certified Directory](#)

[Apply for / Renew Certification](#)

UPCOMING EVENTS

View our upcoming events

[Events](#)

Search for **SBE** separately

Search using **NIGP Commodity Codes**

Certified Directory

Search City of Charlotte Certified Directory by entering search terms and clicking **Search**. You must select at least one certification type.

Disclaimer: Certification and the information listed within this directory is not a guarantee of a firm's capacity or ability to perform specific tasks or services. Users of this information are advised to conduct their own due diligence when engaging any listed entities. Prior to contracting, it is the prime contractor's responsibility to ensure a subcontractor is ready, willing and able to perform the defined scope of work.

Search by Certification Type

CERTIFICATIONS

- ☒ Small Business Enterprise (SBE)
- ☐ Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Historically Underutilized Business (HUB)

Search by Business Name or DBA

BUSINESS NAME/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

BUSINESS DESCRIPTION

Tip: Try just a few letters of a keyword.

Search by Commodity Code

COMMODITY CODES

[Click to Lookup Commodity Codes](#)

CBI Form Requirements

Form	FYI	Submission Requirements
CBI Form 1: Intent to Perform Contract with Own Workforce	Bidders <u>must</u> document capacity to perform 100% of the work.	Must be submitted at Bid Opening with <u>all</u> Supporting Documentation.
CBI Form 2: Solicitation Form	Bidder must document contacts no less than ten (10) days prior to Bid Opening.	Submitted within 3 Business Days after requested by the City.
CBI Form 2A: Good Faith Negotiation Form	Bidder must document each scope of work bid by an SBE but not selected by the Bidder to participate on the project.	Submitted within 3 Business Days after requested by the City.
CBI Form 3: Subcontractor/ Supplier Utilization Commitment	- City will count <u>all</u> tiers of SBE participation identified on CBI Form 3 towards the established SBE Goal. - MBE and SBE hauling services commitments must be listed in the hauling services section as a cumulative total scope amount.	Must be submitted at Bid Opening. The City will give Bidders credit toward meeting the Subcontracting Goals for those SBEs submitted within twenty-four (24) hours of the Bid Opening.

CBI Form Requirements

Form	FYI	Submission Requirements
CBI Form 3A: Subcontractor/ Supplier Utilization Commitment-Alternates	• To be utilized in the event Alternates are selected by the City. • The SBE Goal will apply to the Total Contract Amount, including contingency and the selected Alternates.	Submitted within 3 Business Days after requested by the City.
CBI Form 4: Letter of Intent	• Signature line(s) for utilizing SBE tiers has been added to form.	Submitted within 3 Business Days after requested by the City.
CBI Form 5: Good Faith Effort (GFE) and Statement of GFE Compliance	• Ten (10) GFE categories. • No minimum number of SBE contacts set by the City. • Minimum GFE Points required is 50.	Submitted within 3 Business Days after requested by the City.
CBI Form 6: Payment Affidavit -Subcontractor/ Supplier Utilization	• Bidders must identify all subcontractors and suppliers for <u>all</u> tiers.	Must be submitted to the City with each pay request for the duration of the Project. For Final Payment period, check the box indicating "Final Payment."

Contact for CBI Program Question

Marcus Choi

Business Diversity & Development Specialist Lead

Charlotte Douglas International Airport

Marcus.choi@cltairport.com



PROJECT SCOPE

- Tree remediation to address obstructions at and around the airport, consisting of:
 - Tree removal
 - Tree trimming
 - Erosion control
- Work sites generally located within City owned ROW, except for the following:
 - NCDOT right-of-way
 - Norfolk Southern Railroad right-of-way
 - Private property

Access to be per the exhibits attached to this ITB and coordinated through the City.

PROJECT SCOPE

- Overall contract duration is **308** calendar days. Bat Moratorium windows have been accounted for in the contract duration.
- Contractor is directed to review ICT #1. The areas are shown in the plans and must be completed by **April 30, 2027**.
- Plans must be printed in color.

North of Airfield



South of Airfield



QUESTIONS FROM ATTENDEES

- REMINDERS:
 - All questions asked at the pre-bid meeting are unofficial. Please submit questions in writing via the Bidding Portal Q&A board.
 - Deadline for all written questions will be **September 17, 2026, by 5:00 PM ET.**

THANK YOU!



CLT 

END OF ADDENDUM