



**5601 WILKINSON BOULEVARD  
CHARLOTTE, NORTH CAROLINA 28208  
(704) 359-4000**

**REQUEST FOR PROPOSAL  
RFP AVIA #24-23: FLIGHT TRACKING SYSTEM SERVICES  
ADDENDUM #1  
MARCH 12, 2024**

This Addendum is hereby made a part of the specifications, as applicable, 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 inserting its number and date on Form #1 of your proposal.

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**General Note:**

Proposals for the above will be received via the e-bidding portal until 2:00 pm edt on March 18, 2024.

**Question received is answered as follows:**

- 1. In reference to Form 2: Qualifications and Proposer Requirements, Section F: Product Design & Functionality, the RFP states that the, "Proposer must provide CLT access to a demonstration sandbox with basic functionality related to how the Proposer intends to operate in providing the Work to CLT. Access should be provided a minimum of 30 calendar days." Question: When does this sandbox demo begin? Are Proposers allowed to train CLT on the product before the 30-day trial begins?**

*Sandbox Timeline: March 18, 2024 – April 17, 2024*

*Proposers should include instructions for basic functionality in a PDF file. CLT may ask additional questions during this trial period.*

Charlotte Douglas International Airport (CLT), a City of Charlotte department does not discriminate on the basis of disability. We will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request. To make a request, please email [genetta.carothers@cltairport.com](mailto:genetta.carothers@cltairport.com).

Meeting title	RFP AVIA 24-23 Flight Tracking System Services - Pre-proposal Conference	
Attended participants	17	
Start time	2/29/24, 1:54:56 PM	
End time	2/29/24, 2:19:34 PM	
Meeting duration	24m 37s	
Average attendance time	19m 7s	
Name	Company	Email
Carothers, Genetta	CLT	Genetta.Carothers@cltairport.com
Simpson, Cameron	CLT	cameron.simpson@cltairport.com
Reese, Matthew	CLT	Matthew.Reese@cltairport.com
Phil Gwiner	Envirosuite	Phil.Gwiner@envirosuite.com
Pilarski, Michael	CLT	Michael.Pilarski@cltairport.com
Greg Bracci	Envirosuite	Greg.Bracci@envirosuite.com
Robert De Franzo	Envirosuite	Robert.DeFranzo@envirosuite.com
Sally Feldmann	PASSUR Aerospace	sfeldmann@passur.com
Eric Pannell	Automated Consulting Partners	<a href="mailto:eric@automatedcp.com">eric@automatedcp.com</a>
Hennessey, Kevin	CLT	Kevin.Hennessey@cltairport.com
Dan Gardon	Casper Business Solutions	<a href="mailto:dan@casper.aero">dan@casper.aero</a>
Butler, Claire	CLT	Claire.Butler@cltairport.com
Walker, Johnella	CLT	Johnella.Walker@cltairport.com
Kelsey Cote	Casper Business Solutions	kelsey@casper.aero
Olsen, Tyler	Automated Consulting Partners	tyler@automatedcp.com
Chris Zanardi	PASSUR Aerospace	czanardi@passur.com
Zachary Miller (Casper)	Casper Business Solutions	

# Pre-Proposal Meeting Presentation





# FLIGHT TRACKING SYSTEM SERVICES

## RFP AVIA 24-23

**Pre-Proposal Conference**  
**February 29, 2024 at 2:00 PM EST**

# AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Proposal Format (Required Forms)
- Selection Criteria
- Addenda and Proposer Questions
- eBuilder Bid Portal
- CBI Program Requirements
- Scope Summary
- Closing

# HOUSEKEEPING ITEMS

- The purpose of this conference is to present information found in the Request for Proposal (RFP).
- RFP clarification questions will only be accepted and answered by submission through the e-Builder e-bidding portal's Q&A board. Answers to be provided via addendum.
- You may email [Genetta.Carothers@cltairport.com](mailto:Genetta.Carothers@cltairport.com) with questions regarding the operation of e-Builder.
- Today's presentation will be included with addendum.
- Vendor registration and related information:  
<https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration>

# INTRODUCTIONS AND ATTENDANCE

- Presenters:
  - Genetta Carothers – RFP Manager
  - Matt Reese (Project Manager) – Noise Specialist
  - Claire Butler – Business Diversity & Development Manager
- Meeting Attendance:
  - Please be sure to capture your attendance (i.e. name, company name, and email address) in the chat.

# SUBMISSION REQUIREMENTS

## Submission Requirements:

- Companies must submit ONE (1) original and complete proposal in searchable Adobe Acrobat .pdf format, signed in ink, or digitally signed.
- Proposals must 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.
- Please share username and password among co-workers.
- 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.)

## Proposal Submission Deadline:

- Monday, March 18, 2024 at 2:00 PM EDT (per CLT's clock)
- The bid portal will close promptly at 2:00 PM EDT. **Late submissions will not be accepted.**
- Please notify Genetta Carothers via email [Genetta.Carothers@cltairport.com](mailto:Genetta.Carothers@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, 2024.





# PROPOSAL FORMAT (REQUIRED FORMS)

Proposals shall consist of the following forms:

- Form 1, Proposal Form
- Form 2, Qualifications and Proposer Requirements
- Form 3, Nondiscrimination Certification
- Form 4, CBI Program Requirements
- Form 5, Confidential Information
- Form 6, Pricing Worksheet

**\*All required forms must be completed, signed and uploaded\***

# SELECTION CRITERIA

<b>Experience</b>	CLT will evaluate the Proposer based on its ability to meet the Experience requirements as set forth in Form 2 including experience providing the Work at similar airports for the past five (5) years.
<b>Operations Plan</b>	CLT will evaluate the Proposer's ability to meet the requirements set forth in Form 2 as detailed in the Proposer's Operation Plan.
<b>Product Design</b>	CLT will evaluate the Proposer on the general usability and aesthetics of the proposed product as it relates to the provision of the Work.
<b>Functionality</b>	CLT will evaluate the Proposer on the general usability and functionality of the proposed product as it relates to the provision of the Work. Attention will be paid to general ease of use.
<b>Quality of Data</b>	CLT will evaluate the Proposer on the general quality of data retrieved by the proposed product.
<b>Staffing Plan</b>	CLT will consider the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work.
<b>Compensation</b>	CLT will evaluate the Proposer on the overall compensation proposed related to the provision of the Work.

# ADDENDA AND PROPOSER QUESTIONS

- All addenda will be posted to the e-Builder bid portal, the City of Charlotte website and broadcast through Public Input.
- Questions and Answers will be included in addenda for the benefit of all proposers.
- Questions must be submitted in written form through the eBuilder Bid Portal Q&A board.
- Deadline for submitting written questions will be on Friday, March 7, 2024 at 5:00 PM EST.
- Answers via addendum will be posted no later than 12:00 PM EDT; Monday, March 11, 2024.

# EBUILDER BID PORTAL

e-Builder Bid Portal  
A TRIMBLE COMPANY

Enter Username

Enter Password

LOGIN

Forgot Password

Are you a first time bidder?

Create Account

For product support information →

- 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 Internet Explorer).

# EBUILDER BID PORTAL

The screenshot displays the e-Builder Bid Portal interface for a bid titled "Charlotte Douglas International Airport (CLT) / Solicitations 060 Economic & Community Affairs" with a sub-item "RFP AVIA 24-23 Flight Tracking System (FTS) Services".

**Status:**

Bid Package	Open
Bidding	Pending
Response Submitted	No

**19 Days 4 Hours 26 Minutes Left**


Due on 03.18.2024 at 2:00 PM (GMT-05:00) Eastern Time (US & Canada)



**Package Invitation** | Response Form | Q&A Board

Accept | Decline

**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)	02.08.2024 10:11 AM	
 RFP AVIA 24-23 Flight Tracking System Services.pdf Version 1	02.16.2024 8:04 AM	815.43 KB

Locate proposal documents here



# EBUILDER BID PORTAL

**Submit Questions here**

**Submit Question** **Export**

View	Subject	Questionee	Date & Time
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# EBUILDER BID PORTAL

The screenshot shows the e-Builder Bid Portal interface. At the top, there is a navigation bar with the e-Builder logo, 'Bid Packages', and 'My Profile'. The main content area displays the bid package details: 'Charlotte Douglas International Airport (CLT) / Solicitations 060 Economic & Community Affairs' and 'RFP AVIA 24-23 Flight Tracking System (FTS) Services'. Below this, there are two summary boxes. The left box, titled 'Status', contains a table with the following information:

Bid Package	Open
Bidding	Pending
Response Submitted	No

The right box, titled '19 Days 4 Hours 26 Minutes Left', contains the following information:

Due on 03.18.2024 at 2:00 PM  
(GMT-05:00) Eastern Time (US & Canada)

Below these boxes are three buttons: 'Package Invitation', 'Response Form' (which is circled in red), and 'Q&A Board'. A blue 'Submit Quote' button is located below the 'Response Form' button. A warning message at the bottom reads: 'Please note that only one file can be uploaded.'

Submit Proposal  
Click here



This box will appear to upload submission packet here

The 'Upload Files' dialog box is shown with a close button (X) in the top right corner. It contains a dashed box for file upload with the text 'Drag and drop files here to upload, or browse.' and a blue upload icon. Below the dashed box are two buttons: 'Upload' and 'Cancel'.

## Reminder:

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

# CHARLOTTE BUSINESS INCLUSION PROGRAM(CBI)

## Project Goal:

- The CBI Contract Goal for this project is set at 0% (zero percent)
- This Contract may be subject to the terms and conditions of the City's Charlotte Business INCLUSION (CBI) Program regarding subcontracting opportunities that may arise during the term of the Contract.

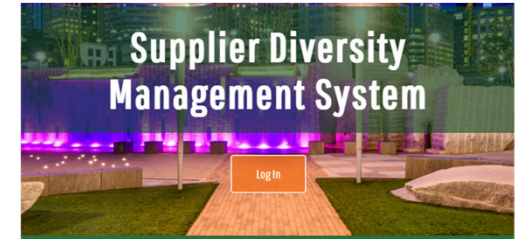
## CBI Form 3 must be completed and submitted with Bid Package

- All your subconsultants firm plans to utilize must be included on CBI Form 3

## Links:

- CBI Form 3: [CBI Form 3 \(Services\)](#)
- CBI Program Website: [www.charlottebusinessinclusion.com](http://www.charlottebusinessinclusion.com)
- Search for MWSBE firms: <http://charlotte.diversitycompliance.com>:

**Contact:** Claire Butler, Business Diversity & Development Manager  
[claire.butler@cltairport.com](mailto:claire.butler@cltairport.com)



**VENDOR CERTIFICATION**  
Search and/or join our database of certified vendors

[Search Certified Directory](#)

[Apply for / Renew Certification](#)

### Certified Directory

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

**Search by Certification Type**

CERTIFICATIONS

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)



# SCOPE SUMMARY

Charlotte Douglas International Airport is seeking a Company to provide Flight Tracking System (FTS) Services for the purpose of tracking noise complaints and ensuring that flights are maintaining approved flight tracks.

The selected Company shall provide all necessary equipment, software, training, and support services necessary to deliver Flight Tracking System (FTS) Services to the Airport.

The selected Company shall also continue to keep pace with industry standards in terms of software upgrades, data protection and utilizing industry recognized data sources to include FAA accepted flight modeling.



**THANK YOU!**



**CLT**™