

Addendum No. 1
Charlotte Douglas International Airport
RFP AVIA 24-28
CCTV Inspection and Cleaning Services
Addendum #1 - February 29, 2024

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 "Proposal Form" page in your proposal.

This Addendum Includes:

- **Pre-Proposal Meeting Attendance List**
- **Pre-Proposal Meeting Presentation**
- **Other RFP Modification/Revisions**

A. Services scope of work – Section 2(j) shall be revised as follows:

The Company shall acknowledge receipt of emergency work orders within four hours of issuance and mobilize within 24 hours for emergency situations (unless otherwise directed), such as for broken pipes, blow backs or blow-outs, overflows, or back-ups. Emergency situations shall be identified by CDIA in its sole discretion. The Company shall respond promptly to these situations on or after business hours, on weekends and/or during City-observed holidays.

Pre-Proposal Meeting Attendance List:

| | | |
|--------------------|--|-------------------------------|
| Meeting title | Pre-Proposal Conference: RFP 24-28 CCTV Inspection & Cleaning Services | |
| Start time | 2/29/24, 1:00 PM | |
| Attendee List | | |
| Name | Email | Company |
| Jon Parnell | Jon@championcleaning.net | Champion Cleaning Specialists |
| Lingholm, Ryan | Ryan.Lingholm@cltairport.com | CLT |
| Peeples, Gary | Gary.Peeples@cltairport.com | CLT |
| Choi, Marcus | Marcus.Choi@cltairport.com | CLT |
| Thomas Berry | Thomas.Berry@cltairport.com | CLT |
| Kennedy, Aireyanna | Aireyanna.Kennedy@cltairport.com | CLT |
| Scott, Monique | Monique.Scott@cltairport.com | CLT |
| Bob Hagmaier | bobhagmaier@ewsg.com | EWSG |
| Garry Hunt | G.Hunt@ngcompanies.com | NG Companies |
| Erik Mentzel | E.Mentzel@ngcompanies.com | NG Companies |
| Jon LaFlamme | jon@teampipepros.com | Pipe Pros |
| David Miner | | Pipe Pros |

Pre-Proposal Meeting Presentation:

See next page.



Closed Circuit Television (CCTV) Inspection and Cleaning Services

RFP AVIA 24-28

Pre-Proposal Meeting
February 29, 2024 at 1:00 PM

 CITY OF CHARLOTTE DEPARTMENT

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AGENDA

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



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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 email. Official answers will be provided only via addendum.
- You may email questions to ryan.lingholm@cltairport.com.
- 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>



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INTRODUCTIONS AND ATTENDANCE

- Presenters:
 - Ryan Lingholm – RFP Manager
 - Marcus Choi – Business Diversity & Development Specialist
 - Maxwell Courtney – Field Maintenance Manager
 - Aireyanna Kennedy – Security Construction Projects Manager
- Meeting Attendance:
 - Please be sure your attendance is captured by submitting your name, company, and email address to Ryan.Lingholm@cltairport.com



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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 via email. CLT will not accept submissions through any other means (i.e. – mailed, faxed, hand delivered, etc.).

Proposal Submission Deadline:

- March 21, 2024 by 5:00 PM (per CLT's clock).
- **Late submissions will not be accepted.**
- All questions and proposals must be submitted via email to Ryan.Lingholm@cltairport.com.
- DO NOT wait until the last minute!

Target Dates:

- Estimated start date is June 2024.



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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, CBI Program Requirements
- Form 5, Confidential Information
- Form 6, Pricing Worksheet

All required forms must be completed and signed



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SELECTION CRITERIA

| | |
|------------------------|---|
| Experience | CLT will evaluate the Proposer based on its ability to meet the Experience requirements. |
| Operations Plan | CLT will evaluate the Proposers' ability to meet the requirements set forth in the Specifications as detailed in the Proposer's Operation Plan. |
| Staffing Plan | CLT will consider the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work. |
| Compensation | CLT will evaluate the Proposer on the overall compensation proposed related to the provision of the Work. |



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ADDENDA AND PROPOSER QUESTIONS

- All addenda will be posted on the City's Contract Opportunities webpage.
- Questions and answers of this RFP will be included in addenda for the benefit of all proposers.
- Questions must be submitted in written form via email to Ryan.Lingholm@cltairport.com.
- Deadline for submitting written questions is March 8, 2024.



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Charlotte Business Inclusion (CBI)

The City has set a CBI goal for this Contract of zero percent (0%).

Minority, Women and Small Business Enterprises (MWSBEs).

Required Proposal Forms

- Form 3 Non-Discrimination Certification
- Form 4 Charlotte Business Inclusion Program Requirements Form

This Contract may be subject to the terms and conditions of the City's CBI Program regarding subcontracting opportunities that may arise during the term of the Contract.

The CBI Program can be found at: www.charlottebusinessinclusion.com

Search for MWSBE firms: <http://charlotte.diversitycompliance.com>



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SCOPE SUMMARY

- Periodic cleaning, inspection and maintenance of closed sanitary sewer, water, and storm drain systems of sizes varying from 6-54 inches in diameter
- Work will take place outside of the secure perimeter (Landside) and inside of the secure perimeter (Airside)
- Project Kick-off meetings will be held at the start of every work order
- Emergency Situations - Must respond to calls with 4 hours, and convene on site within 24 hours
- Camera equipment on rovers and poles will be utilized
- Product must have inspection information, follow NASSCO PACP Standards, and be submitted within 24 hours of completion
- Damage to pipes, stuck equipment, or damage to property is the vendor's responsibility



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AIRPORT SECURITY REQUIREMENTS

Badging

- You will be required to have at least 2 Authorized Signers
 - Must be local to CLT
- This project will require 100% Employee badging
 - Current process times are 3-4 weeks for US born and 6-8 weeks for anyone born outside the US.

AOA Access

- Only company vehicles that meet AOA standards are permitted into the AOA, absolutely no personal vehicles
- All vehicles entering the AOA are subject to inspection upon every entry



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AIRPORT SECURITY REQUIREMENTS

Aviation Workers Inspection

- Required to have an Inventory List of all TSA prohibited items needed for the project upon entry into the SIDA/Sterile areas
 - Items can be checked on the TSA prohibited items list on the TSA website.

Please review the CLT Security Standards, CLT AOA Standards Program and the Aviation Worker Inspection Program FAQ at www.cltairport.com/business/credentialing for more information.

Please submit any questions you may have.



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AIRPORT SECURITY REQUIREMENTS

Security
Program

Airport
Badging
Requirements

Please see requirements in solicitation
packet and go to
www.cltairport.com/business/credentialing
for all information regarding CLT's Security
Program, Policies and Procedures, FAQs, etc.



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THANK YOU!



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