

Addendum No. 2
Charlotte Douglas International Airport
AVIA RFQ 27-05
On-Call Engineering Services
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-Proposal Meeting Attendance List:

See Next Page

Name	Company	Contact
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Samuel Shames	CLT	Samuel.Shames@cltairport.com
David Larson	CLT	David.Larson@cltairport.com
Ryan Lingholm	CLT	Ryan.Lingholm@cltairport.com
Kenneth W. Moody	Delta Airport Consultants	KMoody@deltaairport.com
Lynne Beaman	Principal/Structural Engineering Group - Walter P Moore	LBeaman@walterpmoore.com
Stewart Pope	Ardmore Roderick	spope@ardmoreroderick.com
Ryan White	Stantec	Ryan.White@stantec.com
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Angela Berry	WSP USA	Angela.Berry@wsp.com
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Malinna San	HDR	Malinna.San@hdrinc.com
Theresa Seaworth	HNTB	Theresa.Seaworth@cltairport.com
Ashley Jager	CPSM / NV5	Ashley.Jager@nv5.com
Deborah Finkelstein	RS&H	Deborah.Finkelstein@rsandh.com
Lonnie Schultz	Director Rail & Transit	lschultz@ardmoreroderick.com



Terry Seaworth	HNTB	tseaworth@hntb.com
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PRE-PROPOSAL MEETING
SEPTEMBER 8, 2026
2 PM

RFQ AVIA 27-05
ON-CALL ENGINEERING SERVICES

Name	Company Name	Email Address	MBE, SBE, DBE or WBE? If yes, which one or both?
ASHLEY THOMPSON	STANTEC	ashley.thompson@stantec.com	NONE
Elisha Parks	Stantec	elisha.parks@stantec.com	NONE
Olivia Meyer	Stantec	olivia.meyer@stantec.com	NONE



PRE-PROPOSAL MEETING
SEPTEMBER 8, 2026
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RFQ AVIA 27-05
ON-CALL ENGINEERING SERVICES

Name	Company Name	Email Address	MBE, SBE, DBE or WBE? If yes, which one or both?
Nick Loder	RS&H	NICK.LODER@RSANDH.COM	
ANDY SAMBERG	GARVER	AGSAMBERG@GARVERUSA.COM	NO
Ryan Morse	RS&H	ryan.morse@rsandh.com	NO



PRE-PROPOSAL MEETING
SEPTEMBER 8, 2026
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RFQ AVIA 27-05
ON-CALL ENGINEERING SERVICES

Name	Company Name	Email Address	MBE, SBE, DBE or WBE? If yes, which one or both?
TRACY SAUNDERS	DELTA AIRPORT CONSULTANTS	TSAUNDERS@DELTAIRPORT.COM	NO
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TOM GREITER	HNTB	tgreiter@hntb.com	NO
ANDY SHOOK	TBE	ASHOOK@TBECLT.COM	NO



PRE-PROPOSAL MEETING
SEPTEMBER 8, 2026
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Name	Company Name	Email Address	MBE, SBE, DBE or WBE? If yes, which one or both?
Renee Rizzuti	CES Group Engineers, LLP	rrizzuti@ces-group.net	DBE, WBE
Greg Hans	CES Group Engineers, LLP	ghans@ces-group.net	DBE, WBE
ANDREW SKIDMORE	CONNICO	AJSKIDMORE@CONNICO.COM	DBE, MBE,



PRE-PROPOSAL MEETING
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Name	Company Name	Email Address	MBE, SBE, DBE or WBE? If yes, which one or both?
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PRE-PROPOSAL MEETING
SEPTEMBER 8, 2026
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ON-CALL ENGINEERING SERVICES

Name	Company Name	Email Address	MBE, SBE, DBE or WBE? If yes, which one or both?
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Proposers List:

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Walter P Moore	Tim Santi	tsanti@walterpmoore.com
WSP USA inc.	Angela Berry	angela.berry@wsp.com

Pre-Proposal Meeting Presentation:

Presentation starts on the next page



ON-CALL ENGINEERING SERVICES

Project No. AVIA RFQ 27-05

Pre-Proposal Meeting
September 8, 2026, at 2:00 PM (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 for an official response.
- This presentation will be included in the second addendum, with an attendance list and bidders list.
- eBuilder is now Unity Construct

AGENDA

- ✓ Introductions and Attendance
- ✓ SOQ Submission
- ✓ SOQ Format
- ✓ Selection Criteria
- ✓ Addenda and Written Questions
- ✓ Airport Security Requirements
- ✓ CBI & DBE Programs
- ✓ Scope of Work
- ✓ Program Roles/Responsibilities
- ✓ Program Preclusions
- ✓ Questions

INTRODUCTIONS

- Presenters:
 - David Larson – RFQ Project Manager
 - Aireyanna Kennedy – Security Construction Projects Manager
 - Jasmyne Turman – Opportunity & Access Manager
 - Sierra Heaton – Airfield Engineer

ATTENDANCE

- Meeting Attendance (For Virtual Sign-In Sheet)
 - Please submit your name, company name, and email address to the Q&A board in the eBuilder Bid Portal for your attendance to be captured for today's meeting.

PROPOSAL SUBMISSION

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

- Proposals Due: October 1, 2026 by 2:00 PM ET
- Location: Accepting electronics submissions ONLY through the eBuilder Bid Portal
- Estimated City Council Date: February 2027
- Estimated Start Date: March 2027

PROPOSAL FORM AND SUPPLEMENTS

Proposal shall consist of the following forms:

- 1) Cover Page
- 2) Cover Letter
- 3) Selection Criteria Responses (max 30 pages)
- 4) CBI Form # 3
- 5) Commercial Non-Discrimination Certification
- 6) Certification of Offeror Regarding Tax Delinquency and Felony Convictions
- 7) Certification of Offeror Regarding Lobbying and Influencing Federal Employees

****All required forms must
be completed and signed****

SELECTION CRITERIA

Demonstrated Experience (Weight 30%)

- **Prime Firm**
 - Similar services for comparable airports within previous five years.
- **Subconsultant Firms**
 - A. Prime Firm: Demonstrated experience of the Prime Firm in providing services, for comparable airports and/or projects where applicable, within previous five (5) years; identify key qualifications, certifications, credentials, and office locations where the work will be performed.
 - B. Subconsultant Firm: Demonstrated experience of the Subconsultant Firms in providing services, for comparable airports and/or projects where applicable, within previous five (5) years; identify key qualifications, certifications, credentials, and office locations where the work will be performed.

SELECTION CRITERIA

Demonstrated Key Individuals Experience (Weight 25%)

- A. Key Individuals: Demonstrated experience of key individuals, including name, title, professional qualifications, certifications and licenses, education, specific role for this contract, and prior relevant projects. At a minimum to include the following key individuals and their general availability to the Airport throughout the contract term: 1- Principal in Charge/Officer, 2- Project Manager, 3. Deputy Project Manager, 4. Discipline Leads for each Subconsultant or Specialty, 5. Quality Control Coordinator.

SELECTION CRITERIA

Project Execution (Weight 25%)

- A. Organization Structure: Provide a graphic of the proposed project team's organizational chart. Include all proposed disciplines.
- B. Team Organization: Provide a written narrative describing how the Company will organizationally provide the Services, as well as a depiction of the organizational relationship between its key personnel, the Principal-in-Charge, and other key members of the management team, including subconsultants as necessary. Provide a description of how this organizational structure will facilitate managing the Services requested, and how such structure will guarantee an efficient flow of information to ensure all Services are fully coordinated within the organization when provided.
- C. Quality Control Plan: Discuss how quality control will be achieved, and how design reviews and internal approvals will be achieved. Discuss the authority of the leader of this process.
- D. Technical Resources: Describe the ability to provide graphics and renderings suitable for presentation at meetings with elected officials, media events, public meetings, and printed and/or web-based publications. Provide examples of how technically complex information was presented to a non-technical audience. Additionally, provide a description of the Company's ability to use and abide by the Airport's computer-aided design (CAD) and/or building information model (BIM) standards. Provide relevant examples.

SELECTION CRITERIA

CBI & DBE Programs (Weight 10%)

- A. Provide a description of the Firm's proposed plan to comply with the CBI Program, as well as the DBE program, the IFR, and the potential variables presented in the anticipated re-implementation of DBE goal setting as described above. The Firm is, or will be, required to submit a DBE/CBI Form #3 that lists each proposed DBE/SBE subcontractor that will participate on the Work as described in §I. (D) above.

SELECTION CRITERIA

- ***SOQ Responsiveness and Completeness (Weight 10%)***
 - A. Identify contract terminations within previous 10 years at other airports and explain circumstances.
 - B. Identify bankruptcies within previous 10 years and explain circumstances.
 - C. Identify pending claims or lawsuits within the previous 10 years between Firm and other airports and explain circumstances.
 - D. Adherence to SOQ Format submission requirements listed in Section III(A) .

ADDENDA AND PROPOSER QUESTIONS

- All Addenda will be posted to the eBuilder Bid Portal
- Questions must be submitted in written form and should be submitted through the eBuilder Bid Portal Q&A tab
- **Deadline for submitting written questions is September 17, 2026**

AIRPORT SECURITY REQUIREMENTS

Badging

- You will be required to have at least 2 Authorized Signers, must be local to CLT

AOA Access

- Must comply with CLT AOA Standards

Aviation Workers Inspection

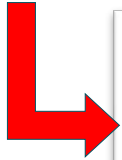
- No items on the TSA prohibited items list unless needed for the project upon entry into the SIDA
- Items can be checked on the TSA prohibited items list on the TSA website.

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.



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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DISADVANTAGED BUSINESS ENTERPRISE (DBE) & CHARLOTTE BUSINESS INCLUSION (CBI) PROGRAMS

DBE and CBI compliance is weighted at 10% of the overall selection criteria. Small Business Participation Goals will be negotiated for each task.

Firms must provide a description of their proposed plan to comply with the CBI Program, as well as the DBE program, the Interim Final Rule (IFR), and the potential variables presented in the anticipated re-implementation of DBE goal setting as described above.

DBE Documentation Requirement: DBE Form #3 is not required at the SOQ stage. DBE compliance instructions and DBE Form #3 shall be submitted at a later date when requested by CLT; a sample of DBE Form #3 is provided for future reference only. The Interim Final Rule (IFR) issued on October 3, 2025, requires Unified Certification Programs (UCPs) in each state to reevaluate their DBE-certified firms. North Carolina's DBE reevaluation process is currently underway.

CBI Documentation Requirement: CBI Form #3 is required at the SOQ stage, listing the certified SBE firms and non-certified firms the proposer intends to use, along with each firm's scope of work. No percentages or dollar amounts are required.



Introduction

- 5-year On-Call Contract
- Task Order Assignments
- \$5,000,000 Task Order Threshold
- Horizontal/Flat-Work
- Facility/Vertical/Building
- Complemented by two other Task Order Support Contracts:
 - Planning
 - Architecture

Potential Task Assignments

- ✓ Existing Conditions Inventories or Condition Assessments
- ✓ Project Scoping, and Project Program Definition Studies or Validations
- ✓ Conceptual/Schematic Design Studies, Design Reviews, Design Value Engineering, Design Maintainability and Design Constructability Reviews
- ✓ Full Engineer of Record/Designer of Record Services for Projects within Task Order Threshold
- ✓ Application and Permit Preparation
- ✓ Project-to-Project and Project-to-Organization Integration and Coordination; Customer Coordination Support, Continuity of Operations Planning (COOP), Maintenance of Traffic Planning, Maintenance of Essential Services
- ✓ Alternative Project Delivery Methods Evaluations
- ✓ Construction Request for Information Support, Change Order Review, and Preparation of Contract Modifications
- ✓ Safety and Security Studies and Procedure
- ✓ Activation and Turnover Support
- ✓ E-Information Management Support

Primary Expertise

- ✓ Airfield Civil Engineering
- ✓ Commercial Development Site Design and Engineering
- ✓ Commercial Parking and Staging Facilities
- ✓ Highway Civil Engineering
- ✓ Hydrology and Storm Water Management
- ✓ Structural Engineering
- ✓ Traffic Engineering and Intelligent Transportation Systems
- ✓ Utility Systems (Communications, Electrical, Gas, Sanitary and Storm Sewers, Water)

Support Expertise

- ✓ Aircraft Hydrant Fueling and Fuel Storage
- ✓ Aircraft Special Systems (Pre-Conditioned Air, Fixed Ground Power, etc.)
- ✓ Airfield Lighting and Signage
- ✓ Airspace Obstruction and Airspace Procedures Evaluation
- ✓ Cost Estimating
- ✓ Construction Delivery Methods
- ✓ E-Information Management
- Support, GIS and CADD
- ✓ Building/Facility Design Development
- ✓ Environmental Permitting and Mitigation Design
- ✓ Environmental Testing
- ✓ Facilitation
- ✓ Geotechnical Services
- ✓ Landscape Architecture
- ✓ Materials Testing

Support Expertise, Continued

- ✓ Modeling and Simulation (Landside and Airside)
- ✓ Safety and Risk Management Assessment and Planning
- ✓ Scheduling and Project Controls
- ✓ Surveying and Controls
- ✓ Utility Location and Condition Assessment
- ✓ CCTV Investigations
- ✓ Pavement design
- ✓ Existing pavement evaluation
- ✓ Construction Administration
- ✓ Wayfinding and signage
- ✓ Sustainable design
- ✓ Passenger conveyance systems
- ✓ Aircraft / Terminal gate layout evaluation
- ✓ Independent Fee Estimates

Master Plan

- Potential Development Projects:

<https://www.cltairport.com/news/construction-projects/master-plan-update-2050/>

QUESTIONS FROM ATTENDEES

- REMINDERS:
 - All questions asked at this meeting are unofficial. Please submit questions in writing via the eBuilder Bid Portal Q&A tab.
 - Deadline for submitting written questions is September 17, 2026

THANK YOU!



CLT 

END OF ADDENDUM