



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

**REQUEST FOR PROPOSAL  
RFP AVIA #24-08: SUCCESSION PLANNING FRAMEWORK & RELATED CONSULTING SERVICES  
ADDENDUM #1  
OCTOBER 5, 2023**

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:**

Requests for interpretation or clarification must be submitted electronically to the RFP Project Manager via the e-bidding portal Q&A Board no later than 5:00 p.m. edt on Monday, October 9, 2023.

**Questions received are answered as follows:**

**1. What is the estimated budget for this Engagement?**

*CLT estimates \$250,000 over the life of the contract and understands that the costs may be higher in the first year and decrease in subsequent years.*

**2. What is the duration of this Engagement?**

*The term of the Contract shall be for three (3) years with two optional one-year renewals. This Work will be ongoing and may require follow up training to support the program.*

**3. What is the specific MWSBE goal for this Contract?**

*For Service contracts, CBI goals are negotiated with the awarded firm(s). CBI Form 3 (Services) must be submitted with a firm's bid package.*

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).