



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

**REQUEST FOR PROPOSAL  
RFP AVIA #24-10: ARC FLASH STUDY SERVICES  
ADDENDUM #1  
December 4, 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.

**Please find attached:**

- 1. The RFP Q&A**
- 2. The pre-proposal meeting slide deck.**

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 [andrew.buckner@cltairport.com](mailto:andrew.buckner@cltairport.com).

Question
Will an equipment and device evaluation be required as an extension of the short circuit study?
Will proof or evidence of verified security credentials or clearance be required to be included in the proposal?
Will multiple scenarios be required to be modeled for sites with alternated or emergency power sources?
Will the construction schedule for ongoing or future projects be made available in order to prioritize the execution of work (i.e., conduct site visits, produce electrical power distribution one-line diagram computer model, etc.)?
Is there a campus-wide, centralized asset management tool or resources available that include an inventory of the electrical power distribution equipment at each site?
Please confirm if any facilities will be added or removed from scope due to future construction.
Will a template of the desired arc flash label layout be provided for reference?
Will a photo log of the existing conditions need to be included in the power system studies reports?
Will a condition assessment section be required in addition to the field verification effort independent of the recommendations from the power system studies?
Are there any site where DC distribution systems are utilized (i.e. Photovoltaic Systems, Batteries, etc.)? If yes, will these need to be modeled?
Will the utility transformer data for each site (as applicable) be made available to perform the studies?
Is it acceptable to model the electrical power distribution system for each site from the electrical service down to the branch circuit panelboards?
Will medium voltage distribution (systems rated greater than 600 volts) be included in the power system studies and modeling effort?
Will electrical power distribution floor plan drawings (that includes the electrical power distribution equipment layouts) for each site provided?
Will electrical power distribution panel schedule drawings for each site be provided?
Will electrical power distribution one-line diagram drawings for each site be provided?
Page 33 notates that labels must be installed within 60 days after data collection and does not notate potential delays such as specific utility data. We can likely commit to beginning label application within the 60 day window but completing the task in its entirety up front will be hard to do. Can CLT alter this requirement or increase the # of days?
Are we permitted to submit a single report with separate, unique single line drawings for each building? Or do we need to build a separate report for each building?
An overall asset count or electrical device count is not available for bidding purposes. In these cases we typically quote to embed a field engineer for a set duration, would you accept this approach on pricing as we have no data to quote time onsite against.
In Form 2, are we allowed to recreate the tables and include them as additional pages so we can adequately fill in the additional information required? This would result in the tables being blank on Form 2.
In the invoicing statement of the bid document it references payment via P-card is this the only form of payment offered or will checks also be offered as a form of payment to avoid service charges incurred with card payments?
In section 2.B.D it states that IR is required. What does CLT expect as a deliverable? Photos of all devices or just a problematic survey were only the problems are captured for the report?
Given the nature of how CLT described selecting facilities to be done annually, providing a schedule will be unreasonable. Would you accept a typical timeline for completing an Arc Flash Analysis for reference?
Is Form 2 where the qualifications to meet the requirements of the RFP should be answered and included as additional pages? Is there a page limit for the RFP?
"CLT desires all Proposals to be identical in format to facilitate the evaluation process." What is the Proposal Format required?
Is the price per label supposed to be all-encompassing to include all expenses?
How do we reflect CPI for the first five years of the project? Should a note be added to Form 6?
Is the price per label cost for both IR and Arc Flash as one price?
Will we be able to do both the IR and Arc Flash surveys simultaneously?
We usually make all setting adjustments to match the recommended coordination and IA reduction changes. Are you going to approve recommendations before settings are adjusted? This could affect the label that is installed on the panel at the time of completion. If settings are done later, panels could need to be relabeled.
Are you looking to have us make physical construction changes? For example, it is recommended to have a circuit breaker replaced for an issue found. Will you manage that work, or are we responsible for the design and installation? Is this what the additional repair section of the pricing sheet is for? Please clarify.
How many facilities will be unavailable to survey during regular business hours? How is the after-hours survey going to be coordinated?
Have any previous studies been done, and if so, will the SKM data files be given to the awarded vendor?
Are we allowed to take photos? We take pictures of all devices and occasionally the surrounding environment. Will that be an issue? We take photos of devices to ensure quality control and accuracy when loading the model or evaluation.
Are we allowed to use laptops throughout the facility? If so, will there be areas we cannot? We ask because we use SKM in the field to build the models as we survey to be more accurate.
In the bid form, you have a section for the 1st 5 years and then two other sections for the next 2 years. When we place our price per label in the coulombs, it totals them and ends up with a price 3 times what we are bidding per device. Is that the way you are wanting it submitted?
Per the section C sub section 17 sub section VII. Please clarify if award is intended to be sole source across CLT Airport or partial awards noted in this section.

Response
Not a full device evaluation; however, feedback on any obvious signs of damage to equipment.
Not in proposal, but acknowledgement that each contractor employee must be capable of obtaining required security clearances / badging prior to testing equipment.
Yes
Yes; we can provide whatever we have
No,
Confirmed.
Yes; to the successful proposer.
No.
No.
Yes, Yes
Yes
Yes
No
Yes, as needed
Yes, as needed
Yes
label application must be completed within 90 days upon data collection.
Single report
No.
You need to capture the information requested in the forms/format provided.
PO's are issued and invoices paid via check.
IR is not required as part of the RFP. IR will be performed per CLT's request and if requested, a full report with photos will be required.
Yes
No.
The format is identical to how the forms are presented in the RFP.
Yes
This is a business decision determined by the vendor upon pricing proposed.
IR is not required as part of the RFP. IR will be performed per CLT's request and if requested, a full report with photos will be required.
Yes, if IR is requested by CLT.
Recommendations approved by CLT prior to settings adjustment.
CLT will manage the work and pricing will be requested by CLT if design/installation is necessary. Yes to addtional repair section.
Estimated 90% of facilities available during regular business hours but contingent on our operational needs. CLT will coordinate with vendor for any after-hours data collection.
Yes and Yes.
Yes, photos would be allowed directly related to work.
Yes, No,
Do not worry about the total for all years. Just make sure your line items are correct.
CLT's intent is to award a contract to one (1) vendor however CLT reserves the right to award in the best interests of CLT.



# ARC FLASH TESTING SERVICE

## RFP AVIA 24-10

**Pre-Proposal Meeting**  
**November 21, 2023 at 10:00 AM EST**

# 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 [andrew.buckner@cltairport.com](mailto:andrew.buckner@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>

# AGENDA

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

# INTRODUCTIONS AND ATTENDANCE

- Presenters:
  - Drew Buckner – RFP Manager
  - Randy Garrell – Project Manager
  - Stanley Johnson – Project Manager
  - Marcus Choi – Business Diversity & Development Specialist
  - Logan Moran - Security Operations
- Meeting Attendance:
  - Please be sure to capture your attendance in chat (your name, company name and email).

# 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, December 11, 2023, at 10:00 AM EST (per CLT's clock)
- The bid portal will close promptly at 10:00 AM EST. **Late submissions will not be accepted.**
- Please notify Drew Buckner via email [andrew.buckner@cltairport.com](mailto:andrew.buckner@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 April 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
- Electrical Engineer License

**\*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 the Specifications.
<b>Operations Plan</b>	CLT will evaluate the Proposer's ability to meet the requirements set forth in the Specifications as detailed in the Proposer's Operation Plan.
<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 Tuesday, November 28, 2023, at 5:30 PM EST.
- Answers via addendum will be posted no later than Monday, December 4, 2023.

# 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

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities  
↳ RFP AVIA 24-10 Arc Flash Testing Services

<b>Status</b>	<b>25 Days 17 Hours 11 Minutes Left</b>	<b>Summary</b> <b>0.00</b>
Bid Package: Open	Due on 12.11.2023 at 10:00 AM (GMT-05:00) Eastern Time (US & Canada)	Base Bid Total: 0.00
Bidding: Pending		Price Per Label Total: 0.00
Response Submitted: No		...

Package Invitation      Response Form      Q&A Board

Accept      Decline

**Bid Info**      Invitation Documents (1)      Addenda

Dates & Times	
Pre-Bid meeting	11.21.2023 10:00 AM
Bid Start	11.14.2023 3:00 PM

Details	
Bid Contact	Andrew Buckner
Description	<p>Charlotte Douglas International Airport's goal is to complete an arc flash and shock hazard evaluation, calculations, and labeling for all facilities to support the safe operation and maintenance of electrical infrastructure and comply with applicable regulations and industry practices. The evaluation, calculations and labeling are to be performed in compliance with the latest codes and standards associated with electrical safety and arc flash standards including those set forth by IEEE 1584, NFPA 70E, &amp; NFPA 70. Charlotte Douglas International Airport is soliciting proposals from qualified (professionally licensed) Electrical Engineering Consultants that have the knowledge, experience, and capability to complete the work. Time is of the essence. The Consultant shall ensure available resources, as necessary, to facilitate work in a timely fashion.</p>

Locate proposal documents here



# EBUILDER BID PORTAL

## Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ RFP AVIA 24-10 Arc Flash Testing Services

### Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

### 25 Days 17 Hours 11 Minutes Left

Due on 12.11.2023 at 10:00 AM  
(GMT-05:00) Eastern Time (US & Canada)

### Summary

0.00

Base Bid Total	0.00
Price Per Label Total	0.00

...

Package Invitation

Response Form

Q&A Board

Submit Question

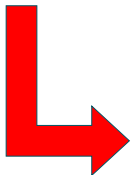
Export

View List | View All

View	Subject	Questionee	Date & Time
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Note: The date and time are shown in the bid time zone.

Submit Questions here



# EBUILDER BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities  
↳ RFP AVIA 24-10 Arc Flash Testing Services

**Status**

Bid Package	Open
Bidding	Pending
Response Submitted	No

**25 Days 17 Hours 11 Minutes Left**

Due on 12.11.2023 at 10:00 AM  
(GMT-05:00) Eastern Time (US & Canada)

**Summary** **0.00**

Base Bid Total	0.00
Price Per Label Total	0.00

...

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

**Submit**

**STEP 1: Bid Form**    STEP 2: Response Documents    STEP 3: Additional Info

Price Per Label							
#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
1	Five Years			1.0000	EA	<input type="text"/>	
2	Extension Year 1			1.0000	EA	<input type="text"/>	
3	Extension Year 2			1.0000	EA	<input type="text"/>	

Price Per Label Subtotal 0.00

Additional Repairs							
#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
1	Labor Rate			1.0000	HR -	<input type="text"/>	
2	Materials Mark-up			1.0000	%	<input type="text"/>	

Additional Repairs Subtotal 0.00

**Enter pricing here.**

# EBUILDER BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities  
↳ RFP AVIA 24-10 Arc Flash Testing Services

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Response Submitted: No		...

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


**Submit**    [Save]    [Download]    [Upload]

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

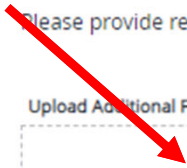
Upload Additional Files

Drag and drop files here to upload, or browse. 

Submit Proposal here



Upload submission packet here



## Reminder:

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



# 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 Form

- 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 Charlotte Business INClusion (CBI) Program regarding subcontracting opportunities that may arise during the term of the Contract.

The CBI Program can be found at: [www.charlottebusinessinclusion.com](http://www.charlottebusinessinclusion.com)

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



# SCOPE SUMMARY

Charlotte Douglas International Airport's goal is to complete an arc flash and shock hazard evaluation, calculations, and labeling for all facilities to support the safe operation and maintenance of electrical infrastructure and comply with applicable regulations and industry practices. The evaluation, calculations and labeling are to be performed in compliance with the latest codes and standards associated with electrical safety and arc flash standards including those set forth by IEEE 1584, NFPA 70E, & NFPA 70.

# SCOPE SUMMARY

The arc flash and shock hazard evaluation must include all electrical devices, switchboards, panelboards, motor control centers, transfer switches, stationary generators, etc. to the extent required by the standards and codes. There are approximately one hundred three (103) different facilities at Charlotte Douglas International Airport which will require arc flash studies. The Work shall include devices in all Airport owned buildings as requested by CLT. The current approximate number of devices is 5541 with the potential to add and/or remove devices for construction or other purposes as needed. A thorough site visit shall be conducted by the winning Proposer to gather all data necessary to perform the arc flash analysis and equipment evaluation. The Company shall provide and install all shock hazard labels on all electrical equipment and infrastructure evaluated as part of the arc-flash study. Labels shall also be installed on any device requiring maintenance that has the potential for an arc flash. The Company may also perform repairs/adjustments and preventative maintenance as needed and at the request of the Airport.

# AIRPORT SECURITY REQUIREMENTS

Security  
Program

Airport  
Badging  
Requirements

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



**THANK YOU!**



**CLT**™