



**5601 WILKINSON BOULEVARD
CHARLOTTE, NORTH CAROLINA 28208**

**REQUEST FOR PROPOSAL
RFP AVIA #24-13: CONRAC MANAGEMENT SERVICES
ADDENDUM #2
DECEMBER 12, 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.

General Notes:

Deadline for submission of Proposals is December 18, 2023, by 1:00 PM EST.

No Proposals will be accepted after 1:00PM EST.

Reminder: As of December 8, 2023, RFP point of contact will be Danielle DiSanti until further notice.

Email – danielle.disanti@cltairport.com

Please copy Brian Winegard on all email correspondence at brian.winegard@cltairport.com

Questions received as of 12/08/2023 - are answered as follows:

1. Page 52 mentions Bonds as being included in allowable operating expenses. Does this mean a Performance bond is required?

Response: That is the form Contract used for all City Contracts – a Performance Bond was not otherwise included in the requirements.

2. Are payment terms or invoices from the Service Provider to the airport Net 30?

Response: The City operates on Net 45.

3. Page 55 - please explain what the "reasonable and customary" charges are from the airport for the Company Office, if any.

Response: These charges could include, but may not be limited to, rent or utilities. This would be an Allowable Operating Expense.

4. What is the average monthly gallons of Fuel delivered/consumed by the RACs?

Response: Approximately 700 gallons a month.

5. Page 33 - EV charging stations - Are these stations Submetered for Electricity consumption? Is the Proposer responsible for tracking and billing back EV Electricity charges?

Response: The stations are not submetered. The proposer is not responsible for tracking or billing.

6. Confirm items are Airport responsibility for both Site 1 and Site 2:

- (a) Landscaping,
- (b) Elevator/Escalators,
- (c) Lighting

Response: The Airport is responsible for Landscaping, Elevators/Escalators, and lighting as stated in C.2.q. of the Scope of Work.

7. Is it the airports responsibility to maintain overhead lighting on levels 1-3 or is it the Service Provider's?

Response: It is the service provider's, per Scope of Work C.2.p.

8. Are monthly bank reconciliation reports due each month with the deliverable Financial Report?

Response: Yes.

9. Confirming insurance is to be procured at Service Provider's own expense and will be included in the budget as an allowable operating expense. Yes or no?

Response: Insurance is procured at Service Provider's own expense. Please review Exhibit B, §11. Insurance of the RFP Draft Contract.

10. Page 31 - pricing sheet - does "Motor Fuels & Associated Costs" refer to the fuel procurement, or is this the Service Provider's on-site operational transportation, or both?

Response: The Motor Fuels & Associated costs refers to both fuel procurement and the Service Provider's on-site operational transportation.

11. Are there any special requirements for the hoses to the tanks in the fuel farm?

Response: This information will be provided to the awarded proposer with the other maintenance and technical information for all systems.

12. Can we have a Sample Fuel Invoice and Bill of Lading please?

Response: Not Available

13. Will the airport be extending this deadline?

Response: No.

14. Confirming - Service Provider must provide all safety equipment and PPE as a non-reimbursable expense. Yes or no?

Response: Safety equipment and PPE is a reimbursable expense.

15. Confirming - page 37 states that Service Provider must provide fireproof waste bins at our sole cost and expense. Does this mean these are non-reimbursable expenses?

Response: Fireproof waste bins are a reimbursable expense.

16. Regarding the Communications plan for both the RACS and the Airport. Are these 2 separate meetings or can they be combined into 1?

Response: This is two separate meetings – a monthly meeting with CLT staff and RAC representatives for shared issues and a monthly meeting with CLT staff regarding performance of the Contract.

17. Please confirm no Pollution/Environmental Insurance is required for the coordination of Fuel Delivery and Hazardous Materials from the Carwash Systems.

Response: Please review Exhibit B, §11. Insurance of the RFP Draft Contract.

18. Please confirm no Umbrella Insurance is required for the coordination of FM Services to be rendered

Response: Please review Exhibit B, §11. Insurance of the RFP Draft Contract.

19. Please confirm no Employee Fidelity/Crime Insurance is required for Manager and Subcontractors accessing RAC Exclusive Space

Response: Please review Exhibit B, §11. Insurance of the RFP Draft Contract.

20. Please clarify the 16 distinct fire suppression systems - how many belong to (a) Dry Systems, (b) Pre-Action Systems, and (c) Aqueous Film-Forming Foam (AFFF) Systems, respectively? Disregard if this is coming out with the asset system information as stated in Q&A response #1.

Response:

Dry Systems in Cabinets

4 Southeast Wall

4 Southeast Wall

1 Northeast Riser Room

2 Northwest Riser Room

1 Women's Restroom, not in cabinet it's in the storage closet

Pre Actions

2 Northeast Riser Room

1 Northwest Riser Room

Foam Tanks

1 Northeast Riser Room

1 Northwest Riser Room

Both are Chemgard 3% AFFF, tanks a 600-gal capacity.

Foam is attached to the systems in the Northeast and Northwest Riser Rooms, the actuators are activated by the alarm lines from the systems in those rooms.

21. Does the Foam System currently contain Hazardous or Non-Hazardous Foam? If the former, is there a desire to transition to Non-Hazardous for Environmental Purchasing purposes?

Response: CLT currently still uses Hazardous (PFAS) type AFFF foam in the system. The Airport is awaiting official guidance for a suitable alternate product. It is likely that product will be (F-3) Florine-Free-Foam but we are waiting for the fire protection industry for direction. CLT currently still uses Hazardous (PFAS) type AFFF foam in the system. The Airport is awaiting official guidance for a suitable alternate product. It is likely that product will be (F-3) Florine-Free-Foam but we are waiting for the fire protection industry for direction.

22. In addition to the count of "2" UST for each site one and site two (4 total USTs), can you please provide any additional information about the following characteristics of the tanks.

Response: This information will be provided to the awarded proposer with the other maintenance and technical information for all systems.

A. Installation date of USTs -**See Above**

B. UST Tank Construction Material -**See Above**

C. Overfill/Spill Protection Systems -**See Above**

D. Tank Leak Detection Systems -**See Above**

E. Diking & Base Construction -**See Above**

F. Piping Construction Material -**See Above**

G. Piping Leak Detection Systems -**See Above**

23. What are the Airport's projections for increased passenger travel for the next 5 years?

Response: These projections are subject to change and do not include the additional gates that will be part of the completed Terminal Lobby Expansion: 2023 (23,622,000 Enplanements) | 2024 (23,999,952 Enplanements) | 2025 (24,383,951 Enplanements) | 2026 (24,774,094 Enplanements) | 2027 (25,170,480 Enplanements).

24. For references, the RFP States "List three (3) clients, excluding the Aviation Department, for whom you have provided substantially similar work to that requested under this RFP for a reference check." Can you provide clarification on what the "Aviation Department" means? Does this mean that no Aviation Department references can be used from CLT, or from all Airports?

Response: The limitation is only for CLT/Charlotte's Aviation Department. Other Airports or Aviation Departments can be used as references, and we would encourage those to be included.

25. For the Compensation Line Item, please clarify what type of compensation should be listed. Is this the Total O&M budget, management fee, etc?

Response: The Compensation should be the management fees (total annual compensation). The Total O&M budget should be addressed through a separate line item.

26. Section 1.C.6. states a limit of 25 pages for this proposal. the required forms make up 14 pages total. Does the 25 pages limit include the 14 pages of forms?

Response: The Page Limit does not include the 14 pages of forms.

27. Please provide a list of furnishings, equipment, supplies, documents, and any other items that were procured for under the previous provider that will remain at the facility post contract award

Response: Any furnishings, equipment, or supplies not paid for under the existing Contract are the property of the current provider and will not remain at the facility.

28. The Contract Draft describes "Allowable Expenses" and an "Annual Budget" that indicates a variable cost method, however the RFP requests a binding lump-sum number. Please clarify which model is preferred for the response.

Response: Defer to the RFP requirements, a binding lump sum number. The Contract Draft is the standard Charlotte template. The binding lump sum can be broken out into allowable expenses and the annual budget.

29. If "Allowable Expenses" is the preferred method, will the selection decision be based on the proposed total budget estimate, or on a particular item within the budget worksheet, like Fee for example, or on some other criteria?

Response: Per the RFP, the selection will be based on the overall compensation proposed related to the provision of the Work, in addition to the other listed selection criteria.

30. Please confirm the Scope of Services applies equally to the remote facilities in terms of facility equipment, car prep systems and equipment, and fuel supply, or are the remote locations services individually by each RAC.

Response: Facility equipment, car prep systems and equipment, and fuel supply are all within the Scope of Services.

31. The timeframe for providing a comprehensive proposal seems short compared to other similar procurement efforts and the length of time after the Q&A period. Please consider extending the submission date to mid January.

Response: CLT does not currently plan to extend the submission date. All proposer's will be notified in the future should this change.

32. The pricing worksheet includes a line for Building Improvements. Please provide information on any known building improvements and whether the unknown cost of those improvements should be included as an allowance in this proposal, or if it will be acceptable to price any needed improvements in the future.

Response: It will be acceptable to price needed improvements in the future.

33. Please confirm that any environmental liability insurance, UST tank liability insurances, and financial assurances as may be required by the State of North Carolina are not to be included as part of the scope of services under this contract or are otherwise provided for by the Airport.

Response: These are not part of the scope or are otherwise provided for by the Airport.

34. As it is not specified in the proposal or the draft contract, please confirm that the Airport will be providing the Class A Operator as required by N.C. General Statute 143-215.94 [NN through TT], or whether such a requirement should be included in the scope of services.

Response: Management of the fuel farms would be the responsibility of the proposer, to include having providing a Class A Operator as needed.

35. Please confirm whether the following consumable items will be at the risk of the selected contractor or paid separately by the airport or by the RACs as an allowable expense or exclusive expense under the agreement: Paper products for restrooms, car wash soaps and chemicals, windshield wiper fluids.

Response: Paper products are an allowable expense. Car wash soaps, car wash chemicals, and windshield wiper fluids are charged back to the RACs.

36. Please provide drawings for the Remote Facilities if they are to be included in the services.

Response: The Remote Service Facility blueprint is included as an attachment in the RFP materials.

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 brian.winegard@cltairport.com or danielle.disanti@cltairport.com