



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

**REQUEST FOR PROPOSAL  
RFP AVIA #25-37 TERRAZZO REPAIR & INSTALLATION SERVICES  
ADDENDUM #1  
June 23, 2025**

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:**

**The pre-proposal meeting PowerPoint slides and photos are attached for your reference.**



# TERRAZZO INSTALLATION & REPAIR SERVICES

## RFP AVIA 25-37

**Pre-Proposal Meeting**  
**June 23, 2025 at 12:00 PM EDT**

# AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Bid Format (Required Forms)
- Selection Criteria
- Addenda and Proposer Questions
- Trimble (eBuilder) Bid Portal
- CBI Program Requirements
- Scope of work
- Terrazzo Photos
- Security Requirements
- Closing

# 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 Trimble Unity Construct (formally e-Builder) e-bidding portal's Q&A board. Answers to be provided via addendum.
- You may email [essence.dent-bey@cltairport.com](mailto:essence.dent-bey@cltairport.com) with questions regarding the operation of Trimble Unity Construct (formally 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>

# INTRODUCTIONS AND ATTENDANCE

- Presenters:
  - Essence Dent-Bey– RFP Manager
  - Kevin Lynch – Project Managers
  - Claire Butler– Business Diversity & Development Manager
  - Aireyanna Kennedy- Security Construction Projects Manager

# 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. Text in charts and graphs may be reduced.
- 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:

- July 31, 2025 at 2:00 PM EDT (per CLT's clock)
- The bid portal will close promptly at 2:00 PM EDT. **Late submissions will not be accepted.**
- Please notify Essence Dent-Bey via email [essence.dent-bey@cltairport.com](mailto:essence.dent-bey@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:

- Start Date – November 14, 2025



# 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

**\*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 Proposers 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. compensation proposed related to the provision of the Work.

# ADDENDA AND PROPOSER QUESTIONS

- All addenda will be posted to the Trimble Unity Construct (formally e-Builder) bid portal and the City of Charlotte website.
- Questions and Answers will be included in addenda for the benefit of all proposers.
- Questions must be submitted in written form through the Trimble Unity Construct (formally eBuilder) Bid Portal Q&A board.
- Deadline for submitting written questions will be on June 27, 2025, at 5:00 PM EDT.
- Answers via addendum will be posted no later than July 3, 2025, at 5:00 PM EDT

# TRIMBLE BID PORTAL



## Bid Portal

### Log In

Are you a first time bidder? [Click here to register](#)

Username


Password

[Forgot password?](#)

Login

- 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).

# TRIMBLE BID PORTAL


 Trimble Unity Construct

Bid Packages

My Profile

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

➔ RFP AVIA 25-37 Terrazzo Repair & Installation Services

 Status

Bid Package

Open

Bidding


Pending

Response Submitted

No

45 Days 3 Hours 49 Minutes Left

Due on 07.31.2025 at 4:00 PM  
(GMT-05:00) Eastern Time (US & Canada)

 Summary

0.00

Base Bid Total

0.00

Package Invitation

Response Form

Q&A Board

Accept

Decline

Bid Info


Invitation Documents (1)




Addenda

Locate proposal documents here

Hide All

Show All

Click this icon  to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
  Solicitation Documents (1)	05.13.2025 11:18 AM	
 RFP AVIA 25-37 Terrazzo Repair Services.pdf Version 1	06.09.2025 8:15 AM	479.64 KB



# TRIMBLE BID PORTAL



Trimble Unity Construct

Bid Packages

My Profile

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

➔ RFP AVIA 25-37 Terrazzo Repair & Installation Services

### Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

### 45 Days 3 Hours 49 Minutes Left

Due on 07.31.2025 at 4:00 PM  
(GMT-05:00) Eastern Time (US & Canada)

### Summary

0.00

Base Bid Total 0.00

Package Invitation

Response Form

Q&A Board

? Submit Question

Export

View List

View All

**Submit questions here**

Note: The date and time are shown in the bid time zone.

View	Subject	Questionee	Date & Time
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# TRIMBLE BID PORTAL



Trimble Unity Construct

Bid Packages

My Profile

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

↳ RFP AVIA 25-37 Terrazzo Repair & Installation Services

### Status

Bid Package Open  
Bidding Pending  
Response Submitted No

### 45 Days 3 Hours 49 Minutes Left

Due on 07.31.2025 at 4:00 PM  
(GMT-05:00) Eastern Time (US & Canada)

### Summary

0.00

Base Bid Total 0.00

Package Invitation

Response Form

Q&A Board

Submit

STEP 1: Bid Form

STEP 2: Response Documents

STEP 3: Additional Info

Enter pricing here


### Base Bid

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
Terrazzo	\$ per square foot			1.0000	EA	<input type="text"/>	
Divider Strip	\$ per linear foot			1.0000	EA	<input type="text"/>	

Base Bid Subtotal 0.00

CLT


# TRIMBLE BID PORTAL

 Trimble Unity Construct

Bid PackagesMy Profile

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

➔ RFP AVIA 25-37 Terrazzo Repair & Installation Services

 **Status**

Bid Package

Open

Bidding

Pending


Response Submitted

No

**45 Days 3 Hours 49 Minutes Left**

Due on 07.31.2025 at 4:00 PM

(GMT-05:00) Eastern Time (US & Canada)

 **Summary**

Base Bid Total


0.00


Package Invitation


**Response Form**

Q&A Board

Submit








STEP 1: Bid Form

**STEP 2: Response Documents**

STEP 3: Additional Info

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

To create and maintain an appearance of CLT Airport, a “world class facility” and provide a functional and safe experience for 58 million plus annual passengers. Provide terrazzo repair services to the main passenger terminal and other buildings. Repairs may include but are not limited to; cracking, spalling, delamination, holes/voids, damaged cove base and dividers strips.

# SCOPE OF WORK – HIGH LEVEL

- Follow safe work practices.
- Proper Prep – Vendor is required to provide all necessary tools to properly execute the scope of services
- Work hours – All Work is to be performed between the hours of 10:00 P.M. and 5:00 A.M. This time includes all setup and cleanup. These times are subject to change based on season, airline load factors, weather, etc.
- Badging – Vendor will be required to have employees bandaged by airport badging for a SIDA badge to enter airport security areas.

# 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** 





**BURGER KING**

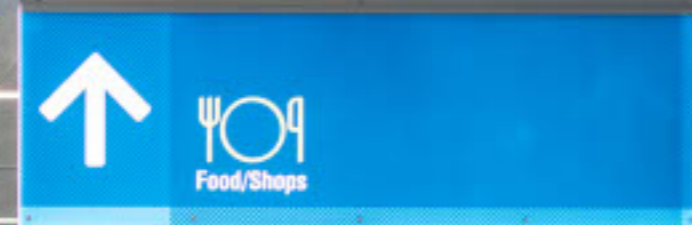
coming soon.. FALL 2022











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Restrooms Food/Shops

↑  
Gates  
**A3-A13**

↑  
Food/Shops









↑  
Restrooms Food/Shops Allergy Alert

↑  
Gates  
B1-B16

Gate  
A →

B2

B2

B1

B1

Wash Hands or Use Hand Sanitizer

↑  
Restrooms Food/Shops Airline Assist

↑  
Gates  
**B1-B16**

Gate  
A  
7 min  
→





C 17

C 19

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Ground Transport  
Ticketing

C 15



© 17

© 12

Exit to  
Baggage  
Gates  
Atrium

A B D E





EXIT

©  
17

©  
12

↑  
Restrooms  
Food & Beverage  
ATM

↑  
Gates  
A B D E

↑  
Exit to  
City Center  
Grand Transport  
Automobile Club

15

©  
10

NEWS

↑  
Gates  
A B D E















HERS









Gates  
E  
Stroller  
Bicycle  
Car

Information  
Security  
Lost & Found

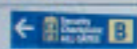
THE PLAZA

Bojangles  
Cajun  
Cajun  
Cajun

PIRELLA GÖTTSCHE LOWE

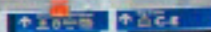
Gate  
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EXIT



CLT