

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

REQUEST FOR PROPOSALS RFP AVIA #25-44: EXECUTIVE RECRUITMENT SEARCH ADDENDUM #1 MAY 28, 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 #2 of your PROPOSAL.

General Note:

Proposals for the above will be received via the e-bidding portal until 1:00 pm edt on June 5, 2025. Proposers must read the Required Forms in its entirety and submit the required documentation. The CBI Form 3 is required with all proposals.

Proposers must submit the revised Form 6 Pricing Worksheet within this Addendum 1.

Questions received are answered as follows:

1. Is the expectation that submissions follow the RFP format with customized proposal sections inserted into the existing document? Or should Forms 1-6 be added as appendices at the end of our comprehensive proposal with a table of contents?

Refer to the RFP Checklist for submitting a proposal and Section 5 – Proposal Format.

2. Can you specify the type of Director and C-Suite level positions you are looking for recruitment services for? We are a Real Estate and development focused search firm, so those would be the roles we are most equipped to handle.

This could include any director or C-Suite level position that becomes vacant or is new to the organization. Our current Director positions include HR, Strategy, Risk, Safety and Health, Communications, Commercial and Community Engagement, Engineering, Planning, Operations, Facilities Maintenance, Business and Revenue, Innovation and Experience, Finance, and Compliance Services. C-Suite positions include Chief Infrastructure Officer, Chief Business and Innovation Officer, Chief Operations Officer, Chief Financial Officer, Chief Innovation and Technology Officer.

3. Form 6 states to provide a list of positions and their respective hourly rates. We are an executive search firm, can we submit a proposal that reflects a flat fee as opposed to an hourly rate?

Please see the revised Section 6 Pricing Worksheet in this Addendum 1.

4. Please confirm if the requests for services a direct hire or for contract employees of the proposer to fill positions.

CLT will require direct hire only.

5. Please confirm the anticipated number and executive level positions that may be requested. Also, are Executive Assistants included as a potential need?

These positions will vary and are based on actual need due to vacancies, retirements, etc. Executive Assistants are not included as a potential need.

6. Are local proposers given a higher value or grade than non-local proposers?

No.

7. Is it a requirement to utilize an MWSBE subcontractor if you are an MBE?

If you are certified under the Charlotte Business INClusion (CBI) Program as an MBE, WBE, or SBE firm, then you may self-count towards meeting any CBI contract goal. If you are not certified under the CBI Program, regardless of any other certifications your company holds, then your participation would not be counted towards the CBI contract goal.

8. The City complies with three programs, the Charlotte Business INClusion ("CBI") Program, the Disadvantaged Business Enterprise ("DBE") Program and the Airport Concession Disadvantaged Business Enterprise ("ACDE") Program. Is it a requirement that you fall into one of these categories in order to participate in the solicitation process?

No, the proposer is not required to be certified in these programs to submit a proposal. The scope of work for this solicitation falls under the CBI Program, and the selected proposer(s) must comply with CBI participation requirements. For more details on CBI participation, please refer to the response to Question 14. Uncertified firms are encouraged to submit proposals and participate in the process.

9. Please provide us with an estimated NTE budget allocated for this contract.

This is a multi-year contract based on actual need and budgetary guidelines can change. Ultimately, we are selecting a proposal that best matches our needs as outlined in the RFP.

10. What would be the number of awards you intend to give (approximate number)?

We intend to award to one vendor.

11. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Yes, this is a new contract.

12. Are there any pain points or issues with the current vendor(s)?

N/A

13. Could you please share the previous spending on this contract, if any?

N/A

14. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

While there is no established subcontracting goal for this solicitation, awarded firm(s) will be required to negotiate a Charlotte Business INClusion (CBI) contract goal during the contract negotiation process. All proposers must submit a completed CBI Form 3 with their proposal, identifying any CBI-certified subcontractor(s) they plan to utilize. There is no goal waiver for this solicitation—CBI participation is mandatory. Proposers are encouraged to be creative when identifying potential CBI vendors, with opportunities that could include marketing materials, office supplies, and related scopes of work.

15. How many positions were used in the previous contract?

N/A

16. How many positions will be required per year or throughout the contract term?

These positions will vary and are based on actual need due to vacancies, retirements, etc.

17. Can we provide hourly rate ranges in the price proposal?

No.

18. Is there an estimated or not-to-exceed budget that CLT has allocated for this contract? If yes, could you please share the available budget?

This is a multi-year contract based on actual need and budgetary guidelines can change. Ultimately, we are selecting a proposal that best matches our needs as outlined in the RFP.

19. As the RFP does not specify a list of job titles, are proposers expected to generate and submit their own list of C-suite and executive-level positions along with corresponding hourly rates?

No, please see the response to question #2.

20. Given the executive nature of the positions (Director and C-suite level), will CLT accept flatfee pricing per search instead of hourly rates for those specific roles?

Please see the revised Section 6 Pricing Worksheet in this Addendum 1.

21. In Form 2 under the "Experience and Qualifications" section, proposers are asked to list three past clients for whom similar services were provided. Additionally, a separate section requests references. May the same clients be used in both sections, or should different organizations be listed for each?

Yes, proposers need to complete both sections.

22. Can CLT provide a list or examples of anticipated Director and C-Suite roles to be filled during the contract term? Will the roles be on a full-time and interim leader?

Please see the response to question #2. The requested roles are for full-time.

23. Can CLT provide anticipated number of roles in different functional areas?

Please see the responses to questions #2 and #5.

24. Commercial General Liability notes a \$5,000,000 (inside the fence) per occurrence/aggregate. Can you clarify what "inside the fence" means? Will CLT allow excess/umbrella to apply?

Inside the fence refers to vendors performing work inside the secured perimeter at the airport. This requirement does not apply to this project.

25. Section 2: Forms pg 10. It asks for acknowledgement of addenda, and there is a table for addendum numbers and dates. The specific addendum numbers for this RFP (AVIA 25-44) are not listed in the main RFP document itself. Instead, the RFP states that any changes, clarifications, or supplemental instructions to the RFP will be issued as written addenda and posted to the e-bidding portal. Proposers are required to acknowledge receipt of all addenda by number on Form 1 of their proposal submission. To determine the actual addendum numbers issued for this RFP, I must check the e-bidding portal where the RFP and related documents are posted. However, the tab is empty. I understand that failure to acknowledge all issued addenda may result in disqualification, and I want to ensure we are not disqualified.

As a result of this written Addendum 1, proposers must reference #1 and the date of the document in Form 1 – Section C.

26. Item C, Pg. 10, Section 2 Proposal Forms: Does the proposer fill out the response forms as they are or do we create a separate document set up in the same layout and reference the different forms and sections, omitting the RFP instructions/prompts?

Please see the response to question #1. Proposers should complete, sign, and date the Required Forms as provided.

27. Pg. 16 Section 2, Form 4 Charlotte Business Inclusion Program or Disadvantaged Enterprise Program Requirements: If awarded the contract, is the proposer required to utilized subcontractors? If we choose not to utilize subcontractors, does it negatively impact our proposal evaluation?

Evaluation criteria for proposals are outlined in Section 1.C.7: Selection Criteria and Minimum Requirements. Please note that CBI subcontractor utilization is a mandatory requirement for this project. For further details, please refer to the response to Question 14.

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.

FORM 6

PRICING WORKSHEET

Regardless of exceptions taken, Proposers shall provide pricing based on the requirements and terms set forth in this RFP. Pricing must be all-inclusive and cover every aspect of the Project.

In completing the compensation worksheet, the following instructions should be followed:

- 1. Provide a list of positions and their respective hourly rates.
- 2. Provide a list of all applicable charges per task, hourly rate, etc. as applicable. This shall include but not be limited to travel, advertising, background checks, and assessments.
- 3. All price increases over the term of the contract must be noted.
- 4. If/when there is an error in extension prices, the unit prices, when available, shall govern.
- 5. If/when exceptions are taken, pricing must reflect the requested items as stated in the Specifications and as if the exceptions were not accepted by the City. However, in a separate section Proposer shall include any cost savings attributed to the exceptions if accepted by the City.
- 6. All discounts should be computed into the prices offered where feasible. When a prompt payment discount is offered, it will not be considered in the award of the Contract except as a factor to aid in resolving cases of identical prices.
- 7. Additional costs associated with the Work must be added as separate line items to the worksheet.

A. Hourly Rates: Provide all job titles and hourly rates that will support this Work.

No.	Job Title	Hourly Rate
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

B. Services Flat Rates: Provide your estimated hours to perform the outlined services and the per hour rate.

No.	Description of Services / Tasks	Estimated Total Hours	Rate
1	Conduct a comprehensive needs assessment with key		
	stakeholders to understand the role requirements,		
	organizational culture, and strategic priorities.		
2	Develop a detailed position profile and recruitment		
	strategy.		
3	Source a diverse pool of highly qualified candidates		
	using various search methods, including direct		
	sourcing, networking, and targeted outreach.		
4	Screen and assess candidates through interviews,		
	competency evaluations, and reference checks.		
5	Provide regular updates on search progress and		
	market insights.		
6	Present a shortlist of qualified candidates with		
	detailed assessments.		
7	Coordinate interview scheduling and feedback		
	collection.		
8	Assist in offer negotiations and onboarding support, if		
	required.		
Total	:		

C.	Flat	Rate	per	Executive	Search	Type:

1. Director:	\$
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^{2.} Chief: \$_____

requirements set forth in this RFP and are	e firm and irrevocable unless provided in writing to CLT.
Company Name:	
Signature:	
Printed Name:	
Date:	

It is understood that the pricing, terms and conditions of this Proposal confirm with the

Meeting title RFP AVIA 25-44 Executive Recruitment Search (Pre-Proposal Conference)

Attended participants 32

Start time 5/20/25, 8:51:35 AM End time 5/20/25, 10:15:46 AM

Meeting duration 1h 24m 11s Average attendance time 29m 9s

Name	C	F:1
Name	Company	Email
Carothers, Genetta	CLT	Genetta.Carothers@cltairport.com
Butler, Claire	CLT	<u>Claire.Butler@cltairport.com</u>
Lasheb-Laribi, Dihya	CLT	<u>Dihya.Lasheb@cltairport.com</u>
Jaques, Amanda	CLT	<u>Amanda.Jaques@cltairport.com</u>
Butler, Demetria	CLT	<u>Demetria.Butler@cltairport.com</u>
19803840413		
Deborah Levine (External) (WBE)	Keller Augusta	deborah@kelleraugusta.com
Ruffin, Elton (External) (MBE)	Jamison Professional Services, Inc.	eruffin@jps-online.com
Jamil Mckoy (WBE)	Mfinite Consulting	jamckoy@mfiniteconsult.com
Wayne Newell		
Kim McDonald (External)	Elite Resources Premier Staffing	kim@eliteresources.net
(MWBE)		
Susan Rehill (External)	Signature Labor Services	susan@signaturelabor.com
Cydney Martin (External) (MBE;	The Michelle Martin Group	cydney@michellemartingroup.com
SBE; WBE; DBE; NC HUB)	·	
Acadia Munari (Unverified)		
Gigi Issa (External)	Marchon Partners	Glssa@marchonpartners.com
Fireflies.ai Notetaker Darci		
(Unverified)		
Zachary Vaughan (External)	Eliassen Group	ZVaughan@eliassen.com
Sequana Brown (External) (MBE;	Global Talent Scouts	sequana@recruitgts.com
WBE; SBE; HUB)		
Anna Kate Moeller (External)	Eliassen Group	AMoeller@eliassen.com
Chris Carlson	The Reserves Network	ccarlson@trnstaffing.com
Lauren H (Unverified)		
Mark Weber (External) (WBE)	Croixstone Consulting	mweber@croixstone.consulting
Lisa Cahill (External) (WBE)	Croixstone Consulting	lcahill@croixstone.consulting
Darci Galvin (Unverified) (MBE;	Nexus Search Partners	dgalvin@nexussearchpartners.com
SBE)		
Chelsea C. Williams/Reimagine		
Talent (Unverified)		
Dr. Syrine Amia Reese-Gaines	Brainy HR Solutions	sarg@brainyhrsolutions.com
(External) (MBE; SBE)		-
Dareious Scott (External)	Business Control Systems	Dareious.Scott@bcsmis.com
Walker, Johnella	CLT	Johnella.Walker@cltairport.com
Sims, Tiffani (MBE; WBE; SBE;	Global Talent Scouts	Tiffani@recruitgts.com
HUB)		
Alysha Campbell (Unverified)		
	1	
Camilo Rivera (External) (MWBE)	Elite Resources Premier Staffing	camilor@eliteresources.net



Pre-Proposal Conference Presentation



EXECUTIVE RECRUITMENT SEARCH

RFP AVIA 25-44



AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Proposal Format (Required Forms)

- e-Bidding Portal
- CBI Program Requirements
- Closing

Specifications

Addenda and Bidder Questions



HOUSEKEEPING ITEMS

- The purpose of this conference is to present information found in the Request for Proposals (RFP).
- RFP clarification questions will only be accepted and answered by submission through the e-Bidding portal's Q&A board. Answers to be provided via addendum.
- You may email Genetta. Carothers@cltairport.com with questions regarding the operation of the e-Bidding portal.
- Today's presentation will be included with addendum.
- https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration

Vendor registration and related information:



INTRODUCTIONS AND ATTENDANCE

- Presenters:
- Genetta Carothers RFP Manager
- Claire Butler– Business Diversity & Development Manager
- Demetria Butler (Project Manager) Talent Acquisition Manager
- Meeting Attendance:
- Please be sure to capture your attendance (i.e. name, company name, and email address) in the chat.



SUBMISSION REQUIREMENTS

Submission Requirements:

- Companies must submit ONE (1) original and complete bid 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.
- CLT will not accept submissions through any other means (i.e. mailed, faxed, emailed, hand delivered, etc.) Proposals must be submitted through the e-Bidding Portal, using the link provided within the RFP document.

Bid Submission Deadline:

- Thursday, June 5, 2025 at 1:00 PM EDT (per CLT's clock)
- The bid portal will close promptly at 1:00 PM EDT. Late submissions will not be accepted
- Please notify Genetta Carothers via email Genetta. Carothers@cltairport.com if you experience issues using the e-Bidding 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 September 1, 2025.



PROPOSAL FORMAT (REQUIRED FORMS)

Proposals shall consist of the following forms:

- Form 1, Proposal Form
- Form 2, Qualifications and 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

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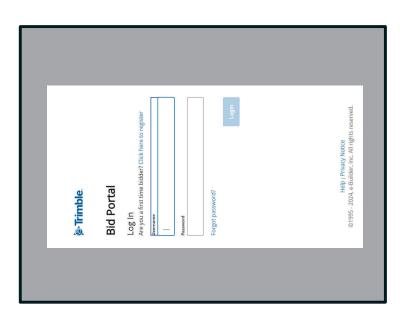
SELECTION CRITERIA

 Experience CLT will evaluate the Proposer based on its ability to meet the Experience requirements as set forth in the Specifications. Methodology and CLT will evaluate the Proposers ability to meet the requirements set forth in the Specifications as detailed in the Proposer's Methodology and Approach. Staffing Plan CLT will consider the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work. 	
Methodology and CLT will evaluate the Pro Approach set forth in the Specif Methodology and Appr Staffing Plan CLT will consider the pla experience of the ind provide the Work.	Experience CLT will evaluate the Proposer based on its ability to meet the
Methodology and CLT will evaluate the Pro Approach set forth in the Specification Approach Methodology and Approach CLT will consider the pla experience of the ind provide the Work.	Experience requirements as set forth in the Specifications.
Approach set forth in the Specif Methodology and Appr Staffing Plan CLT will consider the pla experience of the ind provide the Work.	e Proposers ability to meet the requirements
Staffing Plan CLT will consider the pla experience of the ind provide the Work.	Approach set forth in the Specifications as detailed in the Proposer's
Staffing Plan CLT will consider the pla experience of the ind provide the Work.	Approach.
experience of the ind provide the Work.	Staffing Plan CLT will consider the plan to provide necessary staffing and the
provide the Work.	experience of the individual team members proposed to
Compensation CLT will evaluate the P	tion CLT will evaluate the Proposer on the overall compensation
proposed related to the	proposed related to the provision of the Work.

ADDENDA AND PROPOSER QUESTIONS

- All addenda will be posted to the e-Bidding 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 e-Bidding Portal Q&A board.
- Deadline for submitting written questions will be on Thursday, May 22, 2025 at 5:00 PM EDT.
- Answers via addendum will be posted no later than 12:00 PM EDT; Wednesday, May 28, 2025.

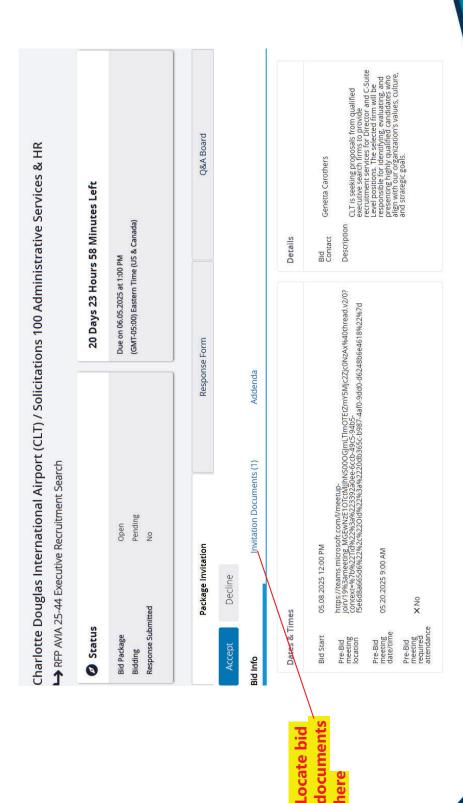


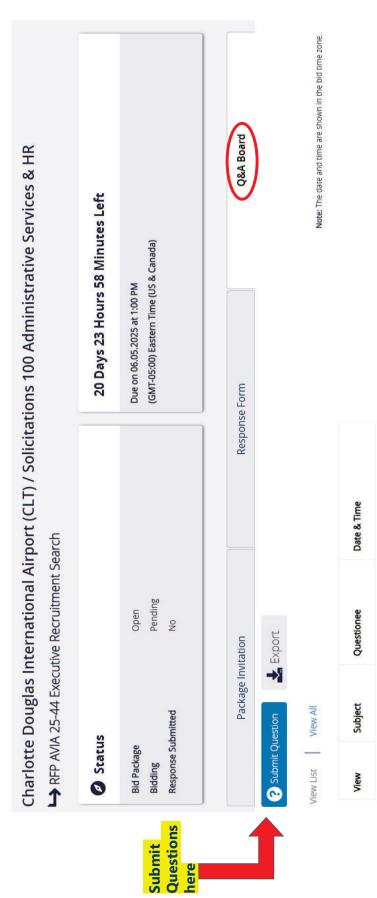


- Please use the link provided in the RFP to access the e-Bidding Portal.
- **PLEASE NOTE**: The e-Bidding portal link is the "Invitation Key".
- If this will be your first-time logging into the e-Bidding portal, you will need to create login credentials.
- Use Chrome or Firefox as your browser when accessing the bid portal (do not use Internet Explorer).











Charlotte Douglas International Airport (CLT) / Solicitations 100 Administrative Services & HR

► RFP AVIA 25-44 Executive Recruitment Search



▶ Submit Quote

Submit bid Click here

A Please note that only one file can be uploaded.





Reminder:

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



CHARLOTTE BUSINESS INCLUSION PROGRAM(CBI)

Project Goal:

- The CBI Contract Goal for this project will be **negotiated** with the awardee(s).
- This Contract may be subject to the terms and conditions of the City's subcontracting Charlotte Business INClusion (CBI) Program regarding opportunities that may arise during the term of the Contract.

CBI Form 3 must be completed and submitted with Bid Package

All your subconsultants firm plans to utilize must be included on CBI Form 3.

Links

- CBI Form 3: <u>CBI Form 3</u>
- CBI Program Website: www.charlottebusinessinclusion.com
- Search for MWSBE firms: http://charlotte.diversitycompliance.com

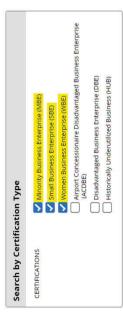
Contact: Claire Butler, Business Diversity & Development Manager Claire.Butler@cltairport.com





ertified Directory

bearch City of Charlotte Certified Directory by entering search terms and clicking Search. You nust select at least one certification type.





SPECIFICATIONS

CLT is seeking proposals from qualified executive search firms to provide recruitment services for evaluating, and presenting highly qualified candidates who align with our organization's values, Director and C-Suite Level positions. The selected firm will be responsible for identifying, culture, and strategic goals.

Deliverables:

- Conduct a comprehensive needs assessment with key stakeholders to understand the role requirements, organizational culture, and strategic priorities.
- Develop a detailed position profile and recruitment strategy.
- Source a diverse pool of highly qualified candidates using various search methods, including direct sourcing, networking, and targeted outreach.
 - Screen and assess candidates through interviews, competency evaluations, and reference checks.
- Provide regular updates on search progress and market insights.
- Present a shortlist of qualified candidates with detailed assessments.
- Coordinate interview scheduling and feedback collection.
- Assist in offer negotiations and onboarding support, if required.



