



CHARLOTTE DOUGLAS INTERNATIONAL AIRPORT (CLT)

REQUEST FOR PROPOSAL RFP AVIA 26-27 On-Call Business Consultant Services ADDENDUM # 1 May 7, 2026

This Addendum is hereby made a part of the contract documents and specifications of the above-referenced project. All other requirements of the original plans and specifications 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 Note:

Proposals for the above will be received via the e-bidding portal until 2:00 pm EST on May 19, 2026.

Questions received are answered as follows:

- 1. Is this scope of services intended for the selected proposer to focus on in-terminal concession planning and analysis?**

The scope is not meant to only focus on in-terminal concession planning and analysis, but instead intended to provide the Airport with the flexibility and capacity to utilize the company for broader business consulting support related to space optimization. This will include concession analysis/planning, operational support, administrative support, etc. Consulting services are intended to be able to provide conceptual renderings and supporting business cases to justify recommendations.

- 2. Can the airport provide more detail on scope item 2 - Providing conceptual layouts for new or renovated spaces? Is this focused on concessions?**

This scope item is not limited to concessions. It includes the development of high-level conceptual layouts for a variety of Airport locations/facilities supporting revenue growth, operational efficiency, asset preservation, and safety and security. Locations can include terminal concessions, airline support offices/spaces, tenant spaces, administrative areas, etc. These layouts are intended to support planning, decision-making, and feasibility analysis, rather than detailed architectural or construction documents.

3. Can the airport provide more detail on scope item 3 - support space allocation within airport-owned buildings? Is this focused on concession and tenant support spaces?

This scope item includes, but is not limited to, concession and tenant support spaces. The intent is to evaluate the physical layout and recommend how space within airport-owned buildings is allocated across various uses, including concessions, airline functions, airport departments, and other operational needs. The focus is on optimizing space utilization, improving efficiency, and aligning space use with strategic and revenue objectives.

4. Can the airport provide more details on scope item 7 - workspace configurations?

This scope item refers to evaluating and recommending workspace layouts and configurations for airport staff and stakeholders within airport-owned facilities. This may include administrative offices, shared workspaces, and support areas. Services may involve assessing current conditions, identifying opportunities for improved efficiency and functionality, and developing conceptual recommendations that align with operational needs and best practices.

This is the end of Addendum Number 1