



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

**REQUEST FOR PROPOSAL
RFP AVIA #24-22: DBE & ACDBE COMPLIANCE SERVICES
ADDENDUM #1
MARCH 5, 2024**

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 Note:

Proposals for the above will be received via the e-bidding portal until 2:00 pm edt on March 14, 2024.

Questions received are answered as follows:

1. Are resumes of the key staff permitted with proposals?

Yes.

2. What is CLT's budget for the following:

- **DBE Triennial Goal Development**
- **ACDBE Triennial Goal Development**
- **Supplemental Services**

The finalized FY25 budget has not been approved yet.

3. Are subcontractors required to provide proof of financial capacity if requested?

No.

4. Can the subcontractor's information in sections B (pg. 12), C (pg. 13), and D (pg. 14) be incorporated with the proposers' responses?

Yes.

5. Are subcontractors required to carry the same coverages and terms as the proposer?

No.

6. Insurance limits are higher for work performed inside the fence. Will the selected consultant work inside of the fence?

The successful Proposer may have to perform work inside of the fence.

Commercial General Liability. Insurance with a limit not less than \$1,000,000 per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability.

7. What is the budget?

The finalized FY25 budget has not been approved yet.

8. Exhibit B, Page 34, Section 8.2 – Commercial General Liability coverage is required. What is the inside the fence reference?

This is inside of CLT's Security Identification Display Area (SIDA) Fence.

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.

Pre-Proposal Meeting Presentation





DBE & ACDBE COMPLIANCE SERVICES

RFP AVIA 24-22

Pre-Proposal Conference
February 20, 2024 at 10:30 AM EST

AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Proposal Format (Required Forms)
- Selection Criteria
- Addenda and Proposer Questions
- eBuilder Bid Portal
- CBI Program Requirements
- Scope Summary
- 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 e-Builder 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 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:
 - Genetta Carothers – RFP Manager
 - Jasmyne Turman (Project Manager) – Office of Civil Rights Manager
 - Claire Butler – Business Diversity & Development 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 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:

- Thursday, March 14, 2024 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 Genetta Carothers via email Genetta.Carothers@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 July 1, 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

All required forms must be completed, signed and uploaded

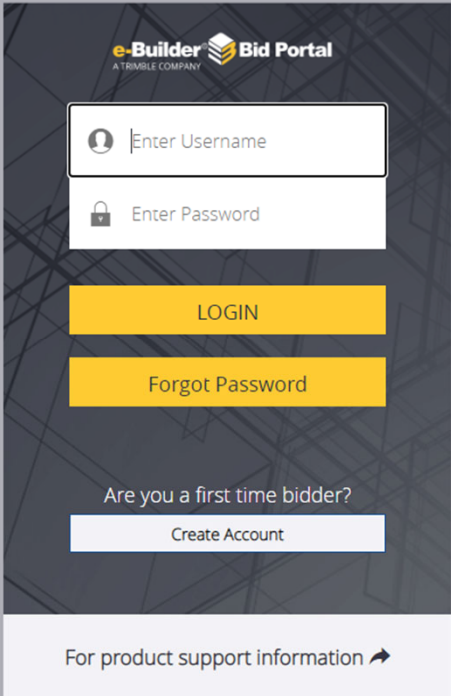
SELECTION CRITERIA

Qualifications and Experience	CLT will evaluate the Proposer's qualifications and experiences and how it relates to their ability to meet the requirements as set forth in the Specifications, including experience providing the Work during the past five (5) years.
Operations Plan	CLT will evaluate the Proposer based on the requirements set forth in the Specifications as detailed in the Proposer's Operation Plan.
Staffing Plan	CLT will consider the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work.
Cost Effectiveness and Value	CLT will evaluate the Proposer in terms of the most reasonable, effective pricing, and the overall compensation proposed related to the provision of the Work.
Proposal Package	CLT will evaluate the Proposer's proper execution of all required forms (Forms 1-6). CLT will evaluate Proposals on responsiveness, relevance, readability, and overall presentation of the proposal package.

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 Friday, March 1, 2024 at 5:00 PM EST.
- Answers via addendum will be posted no later than 12:00 PM EDT; Tuesday, March 5, 2024.

EBUILDER BID PORTAL



The screenshot shows the login interface for the eBuilder Bid Portal. At the top, the logo reads "e-Builder Bid Portal" with "A TRIMBLE COMPANY" underneath. Below the logo are two input fields: "Enter Username" with a person icon and "Enter Password" with a lock icon. There are two yellow buttons: "LOGIN" and "Forgot Password". Below these is a link for "Are you a first time bidder?" with a "Create Account" button. At the bottom, there is a link for "For product support information" with a right-pointing arrow.

- 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

The screenshot shows the e-Builder Bid Portal interface. At the top, there is a navigation bar with 'e-Builder', 'Bid Packages', and 'My Profile'. The main content area displays the project name 'Charlotte Douglas International Airport (CLT) / Solicitations 085 Regulatory' and the specific solicitation 'RFP AVIA 24-22 DBE & ACDBE Compliance Services'. A status box indicates the bid package is 'Open', bidding is 'Pending', and no response has been submitted. A countdown timer shows '23 Days 20 Hours 18 Minutes Left' with a due date of '03.14.2024 at 2:00 PM (GMT-05:00) Eastern Time (US & Canada)'. Below this, there are buttons for 'Package Invitation', 'Response Form', and 'Q&A Board'. The 'Package Invitation' section has 'Accept' and 'Decline' buttons. A tabbed interface shows 'Bid Info', 'Invitation Documents (1)', and 'Addenda'. The 'Invitation Documents (1)' tab is active, showing a list of documents with a download icon and a note: 'Click this icon to download files. Clicking the icon next to a folder will download all files and subfolders within it.' The table below lists the documents:

File / Folder Name	Uploaded on	File Size
Solicitation Documents (1)	02.07.2024 4:31 PM	
RFP AVIA 24-22 DBE & ACDBE Compliance Services.pdf Version 2	02.08.2024 4:45 PM	426.89 KB

Locate proposal documents here

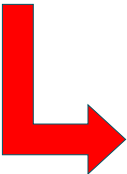


EBUILDER BID PORTAL

The screenshot shows the e-Builder Bid Portal interface. At the top, there is a dark blue header with the e-Builder logo, navigation links for 'Bid Packages' and 'My Profile', and utility icons. The main content area is titled 'Charlotte Douglas International Airport (CLT) / Solicitations 085 Regulatory' and includes a breadcrumb for 'RFP AVIA 24-22 DBE & ACDBE Compliance Services'. Two summary boxes are present: one for 'Status' and another for '23 Days 3 Hours 20 Minutes Left' with a due date of '03.14.2024 at 2:00 PM (GMT-05:00) Eastern Time (US & Canada)'. Below these are three tabs: 'Package Invitation', 'Response Form', and 'Q&A Board', with the 'Q&A Board' tab circled in red. A 'Submit Question' button and an 'Export' button are also visible. At the bottom, there are 'View List' and 'View All' options, a note about bid time zone, and a table header with columns for 'View', 'Subject', 'Questionee', and 'Date & Time'.

View	Subject	Questionee	Date & Time
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Submit Questions here



EBUILDER BID PORTAL

The screenshot shows the e-Builder Bid Portal interface. At the top, there is a navigation bar with the e-Builder logo, 'Bid Packages', and 'My Profile'. The main content area displays the bid package details: 'Charlotte Douglas International Airport (CLT) / Solicitations 085 Regulatory' and 'RFP AVIA 24-22 DBE & ACDBE Compliance Services'. Below this, there are two summary boxes. The left box, titled 'Status', contains a table with the following information:

Bid Package	Open
Bidding	Pending
Response Submitted	No

The right box, titled '23 Days 20 Hours 18 Minutes Left', contains the following information:

Due on 03,14,2024 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Below the summary boxes, there are three buttons: 'Package Invitation', 'Response Form' (circled in red), and 'Q&A Board'. A blue 'Submit Quote' button is located below the 'Response Form' button. A warning message at the bottom reads: 'Please note that only one file can be uploaded.'

Submit Proposal
Click here



This box will appear to upload submission packet here

The 'Upload Files' dialog box is shown with a close button (x) in the top right corner. It contains a dashed box for file upload with the text 'Drag and drop files here to upload, or browse.' and a blue upload icon. Below the dashed box are two buttons: 'Upload' and 'Cancel'.

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 is set at 0% (zero percent)
- 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.

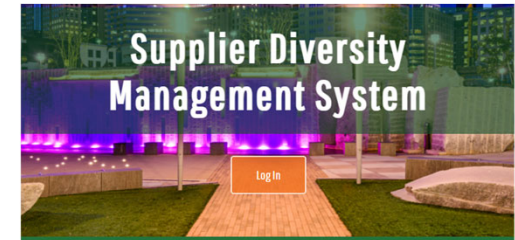
CBI Form 3 must be completed and submitted with Bid Package

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

Links:

- CBI Form 3: [CBI Form 3 \(Services\)](#)
- 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



VENDOR CERTIFICATION
Search and/or join our database of certified vendors

[Search Certified Directory](#)

[Apply for / Renew Certification](#)

Certified Directory

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

Search by Certification Type

CERTIFICATIONS

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)

SCOPE SUMMARY

- Develop CLT's Triennial DBE overall goal based on analysis of available opportunities and qualified DBE firms available for participation.
- Develop CLT's Triennial ACDBE overall goal based on analysis of available opportunities and qualified ACDBE firms available for participation.
- Review and update CLT's existing DBE and ACDBE local programs to ensure compliance with CFR Title 49, Part 26 and Part 23.
- Assist in reviewing subcontract agreements, sub-leases and joint venture agreements to ensure DBE and ACDBE compliance as required by their individual CLT contracts; and will perform contract audits as required.
- Perform and document compliance site visits for federally funded construction projects in accordance with FAA requirements and Davis Bacon Wage requirements.
- Keep records of work performed regarding DBE and ACDBE programs and for each specific contract.
- Provide a detailed status report, per CLT's policy upon request, and keep files and records organized and well maintained.
- Assist CLT in the preparation of letters, documents, and other assigned services in response to requests from the FAA and other stakeholders, on an as needed basis.

THANK YOU!



CLT™

Meeting title	Pre-Proposal Meeting - DBE & ACDBE Compliance RFP	
Attended participants	22	
Start time	2/20/24, 10:15:11 AM	
End time	2/20/24, 11:03:30 AM	
Meeting duration	48m 18s	
Average attendance time	16m 38s	
Name	Company	Email
Turman, Jasmyne	CLT	Jasmyne.Turman@cltairport.com
Vasquez Chaver, Elyana	CLT	Elyana.VasquezChaver@cltairport.com
Carothers, Genetta	CLT	Genetta.Carothers@cltairport.com
Nikki Jefferies	Ken Weeden & Assoc.	nikki-jefferies@kwaplanning.com
Butler, Claire	CLT	Claire.Butler@cltairport.com
Staci Tackie	Armand Resource Group, Inc.	STackie@argdiversity.com
Ken Weeden	Ken Weeden & Assoc.	kenneth-weeden@kwaplanning.com
Vernetta Mitchell	TRS&I Group, Inc.	vmitchell@trsigroup.com
Walker, Johnella	CLT	Johnella.Walker@cltairport.com
Jaime Brown	withJaime LLC	Brown.A.Jaime@gmail.com
Kevin Weeden	Ken Weeden & Assoc.	kevin-weeden@kwaplanning.com
Calista Tucker	Calista Phair	calista@calistaphair.com
Wilfred Nixon	Ken Weeden & Assoc.	
Armand Jenifer	Armand Resource Group, Inc.	ajenifer@argdiversity.com
Stephane Joyner	DiverseCity Services	sjoyner@diversecityservices.com
Cecilia Mateo	L. S. Caldwell & Associates, Inc.	CMateo@lscaldwell.com
Faith		
Stephanie Bobb-Nascimento	Turner & Townsend Heery	Stephanie.Bobbnascimento@turntown.com
Wayne Lambert	Turner & Townsend Heery	Wayne.Lambert@turntown.com
Malobi Achike	DEI Directive	
Maestri, Ann - (TSIB)	TSIB	amaestri@tsibinc.com
David Waggoner	Turner & Townsend Heery	David.Waggoner@turntown.com