



ADDENDUM 1

8/24/21

BISHOP INTERNATIONAL AIRPORT AUTHORITY

RFP

For Air Service Management Consulting Services

BISHOP INTERNATIONAL AIRPORT

G3425 W Bristol Road

Flint MI 48507

To: All Potential Bidders

From: Bishop International Airport Authority

Date: August 24, 2021

RE: Addendum #1 to Bishop International Airport Authority Air Service Management Consulting Services RFP

*******ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS ADDENDUM MUST BE DULY ACKNOWLEDGED ON THE BID PROPSAL FORM (AMENDED) *******

QUESTIONS RECEIVED:

Q1: Since the Authority is not stating a DBE Participation Goal in the RFP, and the scope of services provides minimal traditional opportunities for sub-contractor/DBE engagement, can we have the requirement to provide dollar amounts for DBE Commitments on this form eliminated?

A1: Providing a participation goal percentage for DBE Commitments on the consultant DBE Commitment form would be acceptable.

Q2: On the second page of this form, a "detailed description of work being performed" is required. Is a less specific description of work being performed and the dollar amount for DBE credit more appropriate here?

A2: Anticipated work to be tasked to a DBE would be acceptable. Further discussion post-agreement with the Authority will be acceptable.

Q3: Alternatively, could the entire form be rewritten to reflect DBE goals, rather than commitments?

A3: Answer A1 references percentages acceptable for goals rather than commitments.

Q4: If we submit electronically, can we include prior work samples through a file sharing link such as Dropbox, or does it need to be sent on a thumb drive?

A4: Dropbox is an acceptable form of file sharing.

Q5: The submission of prior work examples is described both in the "Management Proposal" section as well as the "Technical Proposal" section. However, with prior work examples required to be submitted

separately they cannot be placed in any section. Is a brief summary description of each prior work sample allowable in the proposal, and if so, which section should those descriptions be placed?

A5: Include them in the Technical Proposal and yes, a brief summary description of each prior work sample is allowable.

Q6: Is DBE participation in any way factored into the scoring of the proposals?

A6: DBE participation is encouraged, and it will be considered, but will not be an overriding factor in proposal evaluation.

Q7: The DBE Commitment Form has spaces for DBE Commitments, and DBEs Providing Quotes, But Not Selected. Since the DBE goal is 0%, is it a requirement that any of these sections are filled out?

A7: The sections should be filled out in accordance to the participation level anticipated in each area.

Q8: The cost proposal asks for all costs to be identified to perform the services necessary to accomplish the objectives of the agreement, but the scope of services indicates that the agreement "may include but it not be limited to the following services." Several scopes of services indicate that the proposer should be able to complete a function, or provide details of past work; there is not a detailed scope provided for these items. What assumptions should we use to provide our cost proposal to ensure that all proposers are evaluated on an even playing field?

A8: Page: Page 24, Scope of Services is changed to read:

The Air Service Management Consulting Services agreement may include ~~but it not limited to the following services:~~