



Indianapolis Airport Authority

Indianapolis International Airport

RFP AIRPORT CONSULTING SERVICES

ADDENDUM No. 01

Date: August 27, 2009

This addendum is part of the RFP documents for the Indianapolis Airport Package Airport Consulting Services RFP and modifies the original documents.

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A. PRIOR ADDENDA

01. No Items

B. QUESTIONS and ANSWERS

Please note, the Authority received several inquiries with the same questions, we have combined these questions and answers in lieu of duplicating the information:

Q1. Can it be assumed that proposals may be submitted to only a portion of the areas defined under Section 3.1?

A1. Yes, proposals may be submitted to only a portion of the areas defined under Section 3.1.

Q2. In Section 3.3 Pricing and Section 4.6 pricing Proposal, it seems a fee proposal is requested. Please provide what task that proposal will be required for as this is a task order contract? Also, if a specific task is not requested, is a list of hourly rates by personnel title what you are looking for in terms of pricing?

A2. We are looking for a list of hourly rates by person, this would include any and all personnel proposed to be utilized, as well as a list of any other expenses the firm would expect to be reimbursed, for example, if the firm charges for copies, mileage, per diems, etc. Asking for a firm proposal price means that the Authority requires a commitment for these rates to be fixed for no less than 180 days as referenced in 3.3.

Q3. In section 3.5 Section 1.12 and Sections 4.3.11 are referenced. These sections do not exist in this RFP. Is this just a typo?

A3. References to Sections 1.12 and 4.3.11 in this section should be ignored as they do not apply to this RFP.

Q4. Item 3.9 Local Business Participation refers to both Part One and Part Two of the proposal. Will meeting M/WBE goals fulfill this requirement?

A4. Yes, this will fulfill the requirement of local participation if the M/WBE's are local.

Q5. In 4.1, bullet 2, it indicates that "The business and technical proposals must be organized under the specific section titles as listed below". Do we need to number them as "4.2", "4.3", "4.3.1" etc.?

A5. No, separate sections are required for the Transmittal Letter, Business Proposal, Technical Proposal, Business Diversity Program, Pricing Proposal, and Additional Proposal Information (as applicable).

Q6. For 4.3.3B, is it OK to double-side the financial feasibility reports?

A6. Yes, the Authority encourages double-sided printing for purposes of this RFP.

Q7. Section 4.3.4 on Page 14 indicates we need to advise any questions or issues with the contract that was supposed to be attached but we couldn't find a sample contract anywhere.

A7. A sample contract was posted to the website under this RFP at http://www.indianapolisairport.com/employment_business/businessOpportunities.aspx.

Q8. Do the following items count in the page limitation?: Cover, Transmittal letter, Table of Contents, Staff Resumes, financial information requested in 4.3.5, registration form requested in 4.3.8; copy of corporate bylaws requested in 4.3.9; copy of one or two financial feasibility consultants reports requested in 4.3.3, section dividers.

A8. The page limitation includes the Business Proposal, Technical Proposal, Business Diversity Program, Pricing Proposal, and Additional Proposal Information and no other sections or appendices as specified in the RFP.

Q9. Do all of the pages in the appendix need to be numbered or just the appendices that provide additional documentation to the 4.4 Technical Proposal?

A9. Just the appendices that provide additional documentation to the proposal need to be numbered.

Q10. Clarify the differences between sections 4.4.1 vs. 4.4.2.

A10. Section 4.4.1 asks for a summary of the services you will provide while 4.4.2 asks for specifics of how you are going to approach the services being requested.

Q11. Under Item 4.4.2 Project Approach, it is not clear what "examples" mean. For instance, is an "example" of the approach to a feasibility study an actual report? Also, what would constitute an example of an approach to an airline use and lease agreement negotiation? An actual agreement? A write-up describing a successful job?

A11. The intent is to receive a write-up describing the successful completion of the task, how the organization/staff made it successful, and an example of what was done. This would include a feasibility study, a use and lease agreement, or other document which resulted from the completed work.

Q12. The Evaluation procedures, Item 5.1.2 states that emphasis will be placed on Part One and not the total of two parts. Is part One considered the Business Proposal and Part Two the Technical Proposal?

A12. Yes, Part One is the Business Proposal and Part Two is the Technical Proposal.

Q13. Please define "Part One" and "Part Two" as referenced on page 11 of the RFP.

A13. Part One refers to Section 4.3, the Business Proposal, and Part Two refers to Section 4.4, the Technical Proposal.

Q14. Please confirm the 15-page proposal limit is for the combined Business and Technical proposals; or is this limit for each of the proposals (Business and Technical)?

A14. The 15 page proposal limit is total for the combined sections of the Business Proposal, Technical Proposal, Business Diversity Program, Pricing Proposal, and Additional Proposal Information and no other sections or appendices as specified in the RFP (see question 2 above).

Q15. Is there a Business Diversity Utilization Schedule to complete to comply with the Business Diversity program requirements?

A15. There is diversity program section on our website, go to:

http://www.indianapolisairport.com/employment_business/businessOpportunities.aspx.

END ADDENDUM #1